

**ECHO JOINT AGREEMENT
Pre-Approved Absence Request**

I request to be absent on _____

The reason for my absence is:

Personal Business (2 days allowed per year)

Pre-approved conference or workshop (give name of event)

Jury Duty (attach copy of summons)

Vacation (12 month employee)

Other (Explain) _____

Date

Employee Signature & Printed Name

Date

Principal/Designee Signature

Approved

NOT Approved

Need Information

This document must be filed in the Program's Main Office with the staff daily attendance sheets.