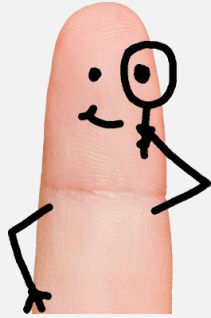


## About the Document

<b>name</b>	HA-HR-4535-M-1.0 Absence & Overtime Approval Form
<b>owner</b>	HR
<b>what it is</b>	Used for: <ul style="list-style-type: none"><li>◆ Requesting advance authorization for absences</li><li>◆ Requesting authorization and justifying the need for overtime</li><li>◆ Communication absences to location administrator.</li></ul>
<b>who uses it</b>	Employees, Payroll



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