



# Total Deliverance Worship Center

[www.totaldeliverance.org](http://www.totaldeliverance.org)

## Absence Notice

### Ministry Partners Information

Name: \_\_\_\_\_

Director: \_\_\_\_\_ Coordinator: \_\_\_\_\_

Auxiliary: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Absence Requested:

- Sick                       Vacation                       Bereavement  
 Military                       Jury Duty                       Maternity/Paternity       Other

Date Absent From: \_\_\_\_\_ To: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Reason for Absence:

*Please submit notification for absences, other than sick leave, two days prior to the first day you will be absent.*

Ministry Partner's Signature

Date

**NOTE: THIS FORM DOESN'T EXCLUDE YOU FROM CALLING YOUR COORDINATOR.**

### Pastor Notification

- Notified  
 Was Not Notified

Comments:

Pastor Signature

Date

**\*\*\*\*PLEASE TURN THIS FORM INTO THE ADMIN OFFICE\*\*\*\***

<input type="checkbox"/>	Director and Coordinator notified via email
Signature:	Filed: _____ Date: _____