



Corporate Management Group

Absence Request

Absence Information

Employee Name: Enselita Aguilar
 Department: packaging
 Supervisor: Miguel Quintanilla

Type of Absence Requested:

- Sick Vacation Bereavement Time Off Without Pay
 Military Jury Duty Maternity/Paternity Other

Dates of Absence: From: 6/6/15 To: 6/6/15

Reason for Absence:

You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.

Enselita Aguilar 5-20/15
 Employee Signature Date

Manager Approval

- Approved
 Rejected

Comments:

Thank you

[Signature] 3/22/15
 Supervisor Signature Date
 CMG Signature Date