CMG
CORPORATE MANAGEMENT GROUP
"your workforce management & staffing experts"

Corporate Management Group

Absence Request

Absence Information

Employee Name: Elizabeth Ogalla

Department: sanitation

Supervisor: Jon Baron

Type of Absence Requested:

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

Dates of Absence: From: 11/27/14 To: 11/27/14

Reason for Absence:

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

Elizabeth Ogalla — *Employee Signature*

11/7/14 — *Date*

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

Manager Signature

11/10/14 — *Date*