



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: 12/25/14 To: 12/25/14

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 11/7/14
Employee Signature Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature] 11/10/14
Manager Signature Date