



Corporate Management Group

Absence Request

Absence Information

Employee Name: Mario Aballa
Department: Shipping
Supervisor: Miguel Quintanilla

Type of Absence Requested:

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

Dates of Absence: From: 12/17/14 To: 12/19/14

Reason for Absence:
Court date in Illinois

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

[Signature] Employee Signature 12/15/14 Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature] Manager Signature 12/15/14 Date