



Corporate Management Group

Absence Request

Absence Information

Employee Name: Ajulu Ochan
 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: 2/1/15 To: 2/1/15

Reason for Absence:

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

Ajulu Ochan 1/28/15
 Employee Signature Date

Manager Approval

- Approved
 Rejected

Comments:

Jonathan Baron 1-28-15
 Manager Signature Date