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

Corporate Management Group

Absence Request

Absence Information

Employee Name: Andrew Genz

Department: Ovens

Supervisor: Miguel

Type of Absence Requested:

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

Dates of Absence: From: 7/9/15 To: 7/9/15

Reason for Absence: Surgery

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

Andrew G — 6/28/15

Employee Signature — *Date*

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

Supervisor Signature — *Date*

CMG Signature — 6/28/15 *Date*