



Corporate Management Group

Absence Request

Absence Information

Employee Name: Elizabeth Angalim Sor
Department: Shipping
Supervisor: Miguel

Type of Absence Requested:

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

Dates of Absence: From: 1-28-16 To: 1-28-16

Reason for Absence:
Court

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

Elizabeth Angalim Sor
Employee Signature

1-19-16
Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature]
Supervisor Signature

1-20-2016
Date

[Signature]
CMG Signature

1-20-2016
Date