Corporate Management Group

Absence Request

Absence Information

Employee Name: Arlene Krueger

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: January 24th To: January 24th

Reason for Absence:

Family Event

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

Employee Signature *Date* 1/9/15

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

Manager Signature *Date* 1/7/15