



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: Austin Ketcham  
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: 11-9-14 To: 11-9-14

Reason for Absence:

Going to be out of town.

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

Austin Ketcham  
Employee Signature

10-29-14  
Date

### Manager Approval

- Approved  
 Rejected

Comments:

[Signature]  
Manager Signature

10/29/14  
Date