Corporate Management Group

Absence Request

Absence Information

Employee Name: Bee Yei

Department: Commi Sory

Supervisor: Chris

Type of Absence Requested:

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

Dates of Absence: From: 4-28-15 To: 4/28/15

Reason for Absence: Going out the town

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

Beeyei — *Employee Signature* — 4-9-15 *Date*

Manager Approval

- ☑ Approved
- ☐ Rejected

Comments:

Supervisor Signature — 4-9-15 *Date*

CMG Signature — 4/10/15 *Date*