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

Corporate Management Group

Absence Request

Absence Information

Employee Name: Charles Bey

Department: Sanitation

Supervisor:

Type of Absence Requested:

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

Dates of Absence: From: Jan 8 To: Jan 8

Reason for Absence: Moorish American Holiday for all Moorish American.

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

Charles L Bey — *Employee Signature*

12-24-15 — *Date*

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

Supervisor Signature — *Date* 12/28/15

CMG Signature — *Date* 12/28/15