



Corporate Management Group

Absence Request

Absence Information

Employee Name: Leh HSO
Department: Comm
Supervisor: chris

Type of Absence Requested:

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

Dates of Absence: From: 2-1-15 To: _____

Reason for Absence: wedding

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

Leh HSO
Employee Signature

1-29-15
Date

Manager Approval

- Approved
 Rejected

Comments:


Manager Signature

2-1-15
Date