



Corporate Management Group

Absence Request

Absence Information

Employee Name: Grace Johnson
Department: Shipping
Supervisor: Miguel Quintanilla

Type of Absence Requested:

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

Dates of Absence: From: March 14 2015 To: March 15 2015

Reason for Absence: Going out of town.

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

Grace Johnson
Employee Signature

2-7-2015
Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature]
Manager Signature

2/9/15
Date

2/9/15