Corporate Management Group

Absence Request

Absence Information

Employee Name: Jason Lynch

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: 3/18/15 & 3/19/15 To: Core Back 3/20/15

Reason for Absence:

Birthday & Anniversary

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

Employee Signature — *Date* 02/09/15

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

Manager Signature — *Date* 2/9/15

2/9/15