



Corporate Management Group

Absence Request

Absence Information

Employee Name: Victoria Humphrey
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: mar 4 To: mar ~~4~~ 5

Reason for Absence:

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

Victoria Humphrey 2/19/15
Employee Signature Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature] 2/20/15
Supervisor Signature Date
[Signature] 2/20/15
CMG Signature Date