



Corporate Management Group

Absence Request

Absence Information

Employee Name: Htay Htay
Department: COMMISARY
Supervisor: CHRIS JACOBSEN

Type of Absence Requested:

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

Dates of Absence: From: 03/23/15 To: 03.23.2015

Reason for Absence:

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

 03.01.2015
Employee Signature Date

Manager Approval

- Approved
 Rejected

Comments:

 3-2-15
Manager Signature Date

 3/3/15