Corporate Management Group

Absence Request

Absence Information

Employee Name: Naw Latt

Department: commissary

Supervisor: Chris Jacobsen

Type of Absence Requested:

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

Dates of Absence: From: 03.22.15 To: 03.22.15

Reason for Absence:

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

Employee Signature — *Date* 03.17.15

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

Manager Signature — *Date* 3-17-15

3/18/15