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: 04.5.2015 To: 04.5.2015

Reason for Absence:

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

Employee Signature — *Date* 03.29.2015

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

Supervisor Signature — *Date* 3-29-15

CMG Signature — *Date* 3/30/15