



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: Vincent Williams  
 Department: Delta Hawk  
 Supervisor: Walt Kartz

Type of Absence Requested:

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

Dates of Absence: From: July 17 7/17/15 To: July 20 7/20/15

Reason for Absence:

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

[Signature]  
 Employee Signature

4/16/15  
 Date

### Manager Approval

- Approved  
 Rejected

Comments:

[Signature]  
 Supervisor Signature

[Signature]  
 CMG Signature

4-16-15  
 Date

4/17/15  
 Date