



Corporate Management Group

Absence Request

Absence Information

Employee Name: Guatree Belras
Department: Shipping
Supervisor: _____

Type of Absence Requested:

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

Dates of Absence: From: 25/07/2015 To: 31/10/2015
07/25/2015 8/31/2015

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: Guatree Belras Date: 5/15/15

Manager Approval

- Approved
 Rejected

Comments:

Supervisor Signature: [Signature] Date: _____
CMG Signature: [Signature] Date: 05/15/15