



Corporate Management Group

Absence Request

Absence Information

Employee Name: Kenny Yang
Department: Commissary
Supervisor: Christ

Type of Absence Requested:

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

Dates of Absence: From: 5-20-15 To: 5/20/15

Reason for Absence: going out of town to visit a sister from Laos.

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

[Signature] Employee Signature 5-18-15 Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature] Supervisor Signature 5-18-15 Date
[Signature] CMG Signature 5/19/15 Date