CMG
CORPORATE MANAGEMENT GROUP
"your workforce management & staffing experts"

Corporate Management Group

Absence Request

Absence Information

Employee Name: Vincent Williams

Department: detta

Supervisor: yummy Cuit Raatz

Type of Absence Requested:

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

Dates of Absence: From: 5/21/15 To: 5/22/15

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* 5/20/15

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

Cuit Raatz
Supervisor Signature *Date* 5/21/15

CMG Signature *Date* 5/21/15