



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: Eloryvee Valentin V  
Department: Sanitation  
Supervisor: Jon Baron

Type of Absence Requested:

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

Dates of Absence: From: 11/1/14 To: 11/1/14

Reason for Absence:

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

Eloryvee Valentin                      10/24/14  
Employee Signature                      Date

### Manager Approval

- Approved  
 Rejected

Comments:

[Signature]                      10/24/14  
Manager Signature                      Date