



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: me'chelle  
Department: Delta Hawk  
Supervisor: yummy

Type of Absence Requested:

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

Dates of Absence: From: ~~Dec 31~~ Dec 31 To: Dec 31 2014

Reason for Absence:

Medical appointment

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

[Signature] Employee Signature      10-20-14 Date

### Manager Approval

- Approved  
 Rejected

Comments:

[Signature] Manager Signature      \_\_\_\_\_ Date