



Corporate Management Group

Absence Request

Absence Information

Employee Name: EYOB G. WOLDEYDHANNES

Department: Shipping

Supervisor: AAA MIGUEL QUINTANILLA

Type of Absence Requested:

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

Dates of Absence: From: 10/22/14 To: 11/23/14

Reason for Absence: Family Matter

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

E Woldeydhannes 10/21/14
Employee Signature Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature] 11/21/14
Manager Signature Date