Corporate Management Group

Absence Request

Absence Information

Employee Name: Jose F. Jasso

Department: Transportation

Supervisor: Joe Domingu

Type of Absence Requested:

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

Dates of Absence: From: Jan. 9, 2015 To: Jan 9 2015

Reason for Absence:
Because I have to take my daughter to the doctor

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

Jose F. Jasso — *Employee Signature*

12-02-14 — *Date*

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

Manager Signature

12/2/14 — *Date*