



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: Caleb E Kamara  
 Department: Benesh  
 Supervisor: K Cirt

#### Type of Absence Requested:

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

Dates of Absence: From: Oct 7, 2015 To: 7

Reason for Absence: personal substitution

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

Caleb E Kamara  
Employee Signature

Oct 2, 2015  
Date

### Manager Approval

- Approved  
 Rejected

Comments:

[Signature]  
Supervisor Signature

[Signature]  
CMG Signature

10-2-15  
Date

10-2-15  
Date