



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: Candace Marie Kramer  
 Department: Packaging  
 Supervisor: Joy

#### Type of Absence Requested:

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

Dates of Absence: From: Thurs November 17<sup>th</sup> To: Sunday November 20<sup>th</sup>  
And December 24<sup>th</sup> (Sat, christmas eve)

Reason for Absence: <sup>know</sup> Didn't when I would be hired at a new job,  
 so I was continuing to schedule appts, church + volunteer opportunities about two weeks out at a time.

← see back for reason

→ see back

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

Employee Signature: [Handwritten Signature] Date: 11/09/2016

### Manager Approval

- Approved  
 Rejected

#### Comments:

Supervisor Signature: [Handwritten Signature] Date: 11/9/16

CMG Signature \_\_\_\_\_ Date \_\_\_\_\_