



Corporate Management Group

Absence Request

Absence Information

Employee Name: Catalina Duran

Department: ieing

Supervisor: miguel Q.

Type of Absence Requested:

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

Dates of Absence: From: 12/12/15 To: 12/12/15

Reason for Absence:

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

Catalina Duran Vazquez 11-03-15
 Employee Signature Date

Manager Approval

- Approved
- Rejected

Comments:

[Signature] 11/3/15
 Supervisor Signature Date
[Signature] 11/3/15
 CMG Signature Date