



Corporate Management Group

Absence Request

Absence Information

Employee Name: TOU CHANG
 Department: FINER
 Supervisor: COVE RACZ

Type of Absence Requested:

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

Dates of Absence: From: 8/23/15 To: 8/23/15

Reason for Absence:

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

[Signature]
 Employee Signature

8-17-15
 Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature]
 Supervisor Signature
[Signature]
 CMG Signature

8/18/15
 Date
8/18/15
 Date