



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: Charneice CAUSBY  
Department: ICING  
Supervisor: Angela

Type of Absence Requested:

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

Dates of Absence: From: July 25 To: July 26

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                      7/11/15 Date

### Manager Approval

- Approved  
 Rejected

Comments:

Angela Dakin Supervisor Signature                      7/11/15 Date  
[Signature] CMG Signature                      7/14/15 Date