



Corporate Management Group

Absence Request

Absence Information

Employee Name: DeShauna Culpepper
Department: Shipping
Supervisor: Miguel Quintanilla

Type of Absence Requested:

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

Dates of Absence: From: JAN 15, 16, 17 To: BACK JAN 20-15

Reason for Absence:

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

DeShauna Culpepper 1/13/15
Employee Signature Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature] 1/13/15
Manager Signature Date