Corporate Management Group

Absence Request

Employee Name: Demetrius Labon

Department: Bench Dept.

Supervisor: Curt

Type of Absence Requested:

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

Dates of Absence: From: Feb. 1st, 12th, 15th, 16th To: _____

Reason for Absence: Vacation, Doctor

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

_____ 12/23/2015
Employee Signature   Date

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

_____ 12-23-15
Supervisor Signature   Date

_____ 12-23-15
CMG Signature   Date