



Request for Time off

Absence Information

Employee

Name: Diana Elton

Employee

Number: _____ Department: CMG-Rochester

Manager: Kelsey Sikkink

Type of Absence Requested:

- | | | | |
|-----------------------------------|--|--|---|
| <input type="checkbox"/> Sick | <input checked="" type="checkbox"/> Vacation | <input type="checkbox"/> Funeral Leave | <input type="checkbox"/> Time Off Without Pay |
| <input type="checkbox"/> Military | <input type="checkbox"/> Jury Duty | <input type="checkbox"/> Maternity/Paternity | <input type="checkbox"/> Other |

Dates of Absence:

From: 12/03/2018 To: 12/03/2018

Reason for Absence:

It is Teigen's Birthday. We are going to spend the day together. Thanks

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

Diana Elton
Employee Signature

12/1/18
Date

Manager Approval

- Approved
 Not Approved

Comments:

Manager Signature

Date