



Corporate Management Group

Absence Request

Absence Information

Employee Name: Dianne M. Hiatt
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: October 24 To: October 25

Reason for Absence:

Friend's wedding

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

Dianne M. Hiatt 9-15-15
Employee Signature Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature] 9-15-15
Supervisor Signature Date
[Signature] 9/15/15
CMG Signature Date