



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: Dianne 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 17 To: October 18

Reason for Absence: 15 year reunion @ SWHS

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

Dianne M. Hiatt                      9-30-2015  
Employee Signature                      Date

### Manager Approval

- Approved  
 Rejected

Comments:

[Signature]                      9/30/15  
Supervisor Signature                      Date  
[Signature]                      9/30/15  
CMG Signature                      Date