Corporate Management Group

Absence Request

Absence Information

Employee Name: Dulce Guadarrama

Department: icing

Supervisor: Miguel Q.

Type of Absence Requested:

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

Dates of Absence: From: 10/26/15 To: 10/26/15

Reason for Absence:

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

Dulce Guadarrama — 10-19-15

Employee Signature — *Date*

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

[signature] — 10-19-15

Supervisor Signature — *Date*

[illegible] — 10/19/15

CMG Signature — *Date*