



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: Catalina Duran Vazquez  
 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: 9-5-15 To: 9-5-15

#### Reason for Absence:

Vacation

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

CATALINA DURAN VAZQUEZ 8.28.15  
 Employee Signature Date

### Manager Approval

- Approved  
 Rejected

#### Comments:

[Signature] 8.25.15  
 Supervisor Signature Date  
[Signature] 8.25.15  
 CMG Signature Date