



Corporate Management Group

Absence Request

Absence Information

Employee Name: FRANCIS Xiong
 Department: TRANSPORTATION
 Supervisor: DOUG MARTINSON

Type of Absence Requested:

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

Dates of Absence: From: September 4th To: September 6th

Reason for Absence:

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

Employee Signature 

Date ~~8/3/15~~ 8/3/15

Manager Approval

- Approved
 Rejected

Comments:

Supervisor Signature 
 CMG Signature 

Date 8/6/15
 Date 8/6/15