



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: Hellen Ocheng  
 Department: packaging  
 Supervisor: Miguel Quintanilla

### Type of Absence Requested:

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

Dates of Absence: From: NOV 15 To: DEC 2

Reason for Absence:

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

Hellen Ocheng                      10/12/15  
 Employee Signature                      Date

### Manager Approval

- Approved  
 Rejected

Comments: Two employees already requested those days off.

[Signature]                      10/13/15  
 Supervisor Signature                      Date  
TMIB                      10/13/15  
 CMG Signature                      Date