



Absence Request

Absence Information

Employee Name: VICTORIA HUMPHREY
Department: SHIPPING
Supervisor: _____

Type of Absence Requested:

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

Dates of Absence: From: 8/14/15 To: 8/14/15

Reason for Absence:

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

Victoria Humphrey
Employee Signature

8/7/31/15
Date

Manager Approval

- Approved
 Rejected

Comments:

Supervisor Signature

Date

CMG Signature

Date