



Corporate Management Group

Absence Request

Absence Information

Employee Name: Irma Bautista

Department: ling

Supervisor: Miguel Quintanilla

Type of Absence Requested:

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

Dates of Absence: From: 4-7-2017 To: 4-7-2017

Reason for Absence:

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

Irma Bautista
Employee Signature

03 29 / 17
Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature]
Supervisor Signature
[Signature]
CMG Signature

3-29-17
Date
3-29-17
Date