Corporate Management Group

Absence Request

Absence Information

Employee Name: Jan Christenson

Department: packaging

Supervisor:

Type of Absence Requested:

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

Dates of Absence: From: March 1 To: March 10

Reason for Absence: vacation planned and paid for over 1/2 year ago - no refunds

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

Jan Christenson — 2/2/17

Employee Signature — *Date*

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

[illegible] — 2/3/17

Supervisor Signature — *Date*

CMG Signature — *Date*