Corporate Management Group

Absence Request

Absence Information

Employee Name: Jared Kaistad

Department: Bench

Supervisor: Curt

Type of Absence Requested:

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

Dates of Absence: From: monday 14 To: monday 14

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* Dec 12/2/2015

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

Supervisor Signature *Date* 12-2-15

CMG Signature *Date*