



# 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: February 23 To: February 23

Reason for Absence:

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

Jared Kaistad                      1/4/16  
Employee Signature                      Date

### Manager Approval

- Approved  
 Rejected

Comments:

[Signature]                      1-4-16  
Supervisor Signature                      Date  
  
\_\_\_\_\_  
CMG Signature                      Date