



Corporate Management Group

Absence Request

Absence Information

Employee Name: TAMI JESSON

Department: Shipping

Supervisor: Miguel

Type of Absence Requested:

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

Dates of Absence: From: May 18 To: _____

Reason for Absence:

Chaperoning my son's field trip

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

[Signature]

Employee Signature

4/3/17

Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature]

Supervisor Signature

4/3/17

Date

CMG Signature

4-3-17

Date