Corporate Management Group

Absence Request

Absence Information

Employee Name: Jordan Timm

Department: Fryer

Supervisor: Curt R

Type of Absence Requested:

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

Dates of Absence: From: 8-30-16 To: 8-31-16

Reason for Absence:
State Fair

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

Employee Signature *Date* 7-25-16

Manager Approval

- ☐ Approved
- ☐ Rejected

Comments:

Supervisor Signature *Date*

CMG Signature *Date*