



Corporate Management Group

Absence Request

Absence Information

Employee Name: Jordan Timm

Department: Fruer

Supervisor: Cur Raatz

Type of Absence Requested:

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

Dates of Absence: From: 7.23.16 To: 7.24.16

Reason for Absence:
SENS birthday Party

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

Jordan Timm
Employee Signature

7.22.16
Date

Manager Approval

- Approved
 Rejected

Comments:

Cur Raatz
Supervisor Signature
James Mally
CMG Signature

7.22.16
Date

7.22.2016
Date