



Corporate Management Group

Absence Request

Absence Information

Employee Name: JOSE AGUILAR
Department: DELTA HAWK
Supervisor: CURT RADTZ

Type of Absence Requested:

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

Dates of Absence: From: 1/15/15 To: 1/15/15

Reason for Absence:

immigration appointment

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

[Signature]
Employee Signature

01/12/2015
Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature]
Manager Signature

1/12/15
Date