



Corporate Management Group

Absence Request

Absence Information

Employee Name: Jose Bobe
 Department: Sanitation
 Supervisor: Demario R.

Type of Absence Requested:

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

Dates of Absence: From: May 25th To: June 4th

Reason for Absence:

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

Jose Bobe Santiago 3/15/2016
 Employee Signature Date

Manager Approval

- Approved
 Rejected

Comments:

1 week un-paid - Demario KR
[Signature] 3-16-16
 Supervisor Signature Date
[Signature] 3-16-16
 CMG Signature Date