



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: Joseph Butze  
 Department: Shipping  
 Supervisor: Miguel Quintanilla

Type of Absence Requested:

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

Dates of Absence: From: July 13 To: July 14

Reason for Absence: College orientation

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

[Signature]  
Employee Signature

6-15-15  
Date

### Manager Approval

- Approved  
 Rejected

Comments:

[Signature]  
Supervisor Signature  
[Signature]  
CMG Signature

6-15-15  
Date  
6/16/15  
Date



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 Department: Shipping  
 Supervisor: Miguel Quintanilla

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

Dates of Absence: From: August 7 To: August 7

Reason for Absence: Scholarship awards luncheon

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

Employee Signature: [Signature] Date: 6-15-15

### Manager Approval

- Approved  
 Rejected

Comments:

Supervisor Signature: [Signature] Date: 6-15-15  
 CMG Signature: [Signature] Date: 6/16/15