



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: Juan Carlos Ortega Lopez  
Department: \_\_\_\_\_  
Supervisor: Miguel Quezada

Type of Absence Requested:

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

Dates of Absence: From: September 12/15 To: 09/13/15

Reason for Absence:

Personal issues

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

Juan Carlos Ortega Lopez                      8/28/15  
Employee Signature                      Date

### Manager Approval

- Approved  
 Rejected

Comments:

[Signature]                      9/4/15  
Supervisor Signature                      Date  
[Signature]                      9/4/15  
CMG Signature                      Date