



Request for Time off

Absence Information

Employee

Name: Kelly Sutton

Employee

Number: _____ Department: CMG Rochester

Manager: Kelsey Sikkink

Type of Absence Requested:

Sick

Vacation

Funeral Leave

Time Off
Without
Pay

Military

Jury Duty

Maternity/Paternity

Other

Dates of Absence:

From: 7/8/2024 To: 7/10/2024

Reason for Absence:

Going to Michigan with Family

Kelly M Sutton 5-2-24
Employee Signature Date

Manager Approval

Approved

Not Approved

Comments:

Manager Signature Date