



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: KAYIANA Cobbins  
Department: C  
Supervisor: Chris

#### Type of Absence Requested:

- Sick                       Vacation                       Bereavement                       Time Off Without Pay  
 Military                       Jury Duty                       Maternity/Paternity                       Other *Custody Court & ate out of town*

Dates of Absence: From: 8-12-16 To: 8-17-16

Reason for Absence:

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

Kayiana Cobbins  
Employee Signature

8-8-16  
Date

### Manager Approval

- Approved  
 Rejected

Comments:

[Signature]  
Supervisor Signature  
[Signature]  
CMG Signature

8-10-16  
Date  
8-10-16  
Date