



"your workforce management & staffing experts"

Request for Time off

Absence Information

Employee Name: Kelly Sutton
 Employee Number: _____ Department: CMG Rochester
 Manager: Kelsey Sikkink

Type of Absence Requested:

- | | | | |
|-----------------------------------|--|--|---|
| <input type="checkbox"/> Sick | <input checked="" type="checkbox"/> Vacation | <input type="checkbox"/> Funeral Leave | <input type="checkbox"/> Time Off Without Pay |
| <input type="checkbox"/> Military | <input type="checkbox"/> Jury Duty | <input type="checkbox"/> Maternity/Paternity | <input type="checkbox"/> Other |

Dates of Absence:
 From: 1/22/2024 To: 1/23/2024

Reason for Absence:

Nalani's 4th Birthday Celebration. Going to Great Wolf Lodge, out of town. I will take 2 days PTO. Thank you.

Kelly M Sutton 12.13.2023
 Employee Signature Date

Manager Approval

- Approved
 Not Approved

Comments:

 Manager Signature Date