



# Request for Time off

## Absence Information

Employee

Name: Kelly Sutton

Employee

Number: \_\_\_\_\_ Department: CMG Reichel Foods

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: 11/17/2023 To: 11/27/2023

Reason for Absence: Going to Georgia

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

Kelly M. Sutton 5.12.2023  
Employee Signature Date

## Manager Approval

Approved

Not Approved

Comments: \_\_\_\_\_

\_\_\_\_\_  
Manager Signature Date