



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: 11/26/2021 To: 12/3/2021

Reason for Absence: _____

Traveling for Thanksgiving. We will be in Indiana and GA. Request vacation hours for Black Friday.

Kelly M Sutton 10-29-2021
 Employee Signature Date

Manager Approval

- Approved
 Not Approved

Comments:

KS 10-29-21
 Manager Signature Date