



Request for Time off

Absence Information

Employee Name: Kelly Sutton
 Employee Number: _____ Department: CMG Roch
 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: 12/23/2024 To: 12/27/2024

Reason for Absence:

*Traveling for Christmas/ family vacation. I will use the necessary PTO for the holiday week. (32Hours +holiday)
 Thank you.*

Kelly M Sutton 11-13-2024
 Employee Signature Date

Manager Approval

- Approved
 Not Approved

Comments:

 Manager Signature Date