



# 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: May 16<sup>th</sup> 2025 To: May 30<sup>th</sup> 2025

Reason for Absence:

*This is a time off request for 5/16/2025 to 5/30/2025. We will be in GA so that we can attend a family reunion and Graduation. I will use PTO.*

Kelly M Sutton 4-8-25  
Employee Signature Date

## Manager Approval

- Approved
- Not Approved

Comments:

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