



"your workforce management & staffing experts"

Request for Time off

Absence Information

Employee Name: Kelly Sutton
 Employee Number: _____ Department: CMG Reichel Foods
 Manager: Kelsey Sikking

Type of Absence Requested:

- | | | | |
|-----------------------------------|---|--|---|
| <input type="checkbox"/> Sick | <input checked="" type="checkbox"/> ^x 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: 5/24/2023 To: 5/24/2023

Reason for Absence: Pick up Grandma at the Airport

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