



Request for Time off

Absence Information

Employee

Name: Kelly Sutton

Employee

Number: _____ Department: CMG Rochester

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: 12/13/2023 Out at 3:30 To: 12/13/2023

Reason for Absence:

Dr. Appointment

Kelly M. Sutton 12/11/23

Employee Signature

Date

Manager Approval

Approved

Not Approved

Comments:

Manager Signature Date