



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: Khu Pho  
 Department: 34 Night Bun Wrapping  
 Supervisor: Miguel Quintanilla

Type of Absence Requested:  
 Sick                       Vacation                       Bereavement                       Time Off Without Pay  
 Military                       Jury Duty                       Maternity/Paternity                       Other

Dates of Absence: From: April 3<sup>rd</sup> To: April 7<sup>th</sup>

Reason for Absence: Family Emergency,

You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.

Khu Pho \_\_\_\_\_ 03/31/16  
 Employee Signature Date

### Manager Approval

Approved  
 Rejected

Comments:

Miguel Quintanilla \_\_\_\_\_ 4-5-2016  
 Supervisor Signature Date  
Rafael \_\_\_\_\_ 4-5-2016  
 CMG Signature Date