Corporate Management Group

Absence Request

Absence Information

Employee Name: Leslie Rosario

Department: Delta Hawk

Supervisor: Cort Radtz

Type of Absence Requested:

- ☐ Sick
- ☐ Vacation
- ☐ Bereavement
- ☒ Time Off Without Pay
- ☐ Military
- ☐ Jury Duty
- ☐ Maternity/Paternity
- ☐ Other

Dates of Absence: From: July 23 To: July 31

Reason for Absence:

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

Employee Signature *Date* 6/25/15

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

Supervisor Signature *Date* 6-25-15

CMG Signature *Date* 6/25/15