



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: Lily S. Gaid  
 Department: Packaging  
 Supervisor: \_\_\_\_\_

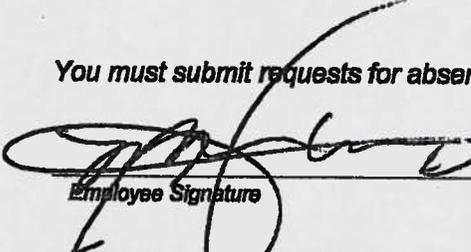
### Type of Absence Requested:

- Sick                       Vacation                       Bereavement                       Time Off Without Pay  
 Military                       Jury Duty                       Maternity/Paternity                       Other School conference

Dates of Absence: From: 1/26 To: 1/27 to my 3 boys

### 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 1/25/17

### Manager Approval

- Approved  
 Rejected

Comments: Need more notice next time.

  
 Supervisor Signature \_\_\_\_\_ Date 1-25-17  
  
 CMG Signature \_\_\_\_\_ Date 1-25-17