



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: Lily S. Gald  
 Department: Packaging Packaging  
 Supervisor: Joy

### Type of Absence Requested:

- Sick                       Vacation                       Bereavement                       Time Off Without Pay  
 Military                       Jury Duty                       Maternity/Paternity                       Other Surgery for my son

Dates of Absence: From: 02-08-17 To: \_\_\_\_\_

Reason for Absence: Date of my son surgery

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

[Handwritten Signature]  
Employee Signature

02-08-17  
Date

### Manager Approval

- Approved  
 Rejected

### Comments:

[Handwritten Signature]  
Supervisor Signature

01/31/17  
Date

CMG Signature

Date