



Time Off Request Form

EMPLOYEE NAME: Maria Negro'n

AGENCY YOU WORK FOR: CMG

TODAY'S DATE: 05-21-18

REQUESTED DATE(S): 05-26-18 (half day)

VACATION _____ UNPAID LEAVE x

(For CMG use only: Enter number of hours that will be Paid _____ Unpaid _____)

SHIFT YOU WORK: 1st x 2nd _____ 3rd _____

REASON: Personal

EMPLOYEE'S SIGNATURE: Maria Negro'n

By signing this form I understand that if this time off request is an unplanned absence it will count as a no fault day(s) toward my attendance. I also understand that if I do not have enough vacation hours to cover this time off request, it will count as a no fault day(s) toward my attendance.

SUPERVISOR'S SIGNATURE: _____

By signing this form I am stating I have enough coverage for the day(s) and I will allow the above employee to be off. I am not approving his time off as paid, unpaid, or no fault. This will be determined by Human Resources.

HUMAN RESOURCES' SIGNATURE: _____

I have received this employee's time off request and affirm that he/she has sufficient time accrued. If employee does not have sufficient time accrued, this is considered a no fault day(s) as stated in our company's attendance policy.

*not approved
Kelsey emailed Kendra - it's approved
5/28/18

Kelsey Sikkink

From: Kainoa Gathje <Kainoa@reichelfoods.com>
Sent: Wednesday, May 23, 2018 9:19 AM
To: Kelsey Sikkink; Kendra Lunt
Cc: Lisa Campbell
Subject: RE: Maria Negron TOR.pdf

Yes, that is ok.

Kainoa Gathje
Quality Assurance Supervisor

Reichel Foods, Inc. | 3706 Enterprise Drive SW | Rochester MN, 55902 | Phone: 507.289.7264 | Fax: 507.289.6552 | www.reichelfoods.com

From: Kelsey Sikkink [mailto:Kelsey@corpmgmtgroup.com]
Sent: Wednesday, May 23, 2018 9:01 AM
To: Kendra Lunt; Kainoa Gathje
Cc: Lisa Campbell
Subject: Maria Negron TOR.pdf

Hi,
This is for Saturday half a day. Not sure if you ever got it or not. Can you let me know if you approve?

She is good on our end since it is a weekend.

Thank you,

Kelsey Sikkink
CMG Client Services Manager
507.923.0366 Direct

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