



Corporate Management Group

Absence Request

Absence Information

Employee Name: Mai Wang

Department: packaging

Supervisor: miguel

Type of Absence Requested:

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

Dates of Absence: From: September 2nd To: Sept. 2nd

Reason for Absence: Daughter's Doctor appt. Leave @ 12pm

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

Mai Wang
Employee Signature

8-19-2016
Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature]
Supervisor Signature
[Signature]
CMG Signature

8/22/15
Date
8/22/16
Date