



Corporate Management Group

Absence Request

Absence Information

Employee Name: Brandon Martinez
Department: Sanitation
Supervisor: Hector A

Type of Absence Requested:

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

Dates of Absence: From: Oct 13 2015 To: Oct 17 2015

Reason for Absence: visiting family out of state.

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

8/14/15
Date

Manager Approval

- Approved
 Rejected

Comments:

[Handwritten Signature]
Supervisor Signature
Ratu Rithu
CMG Signature

8/18/15
Date
8/18/15
Date