CMG
CORPORATE MANAGEMENT GROUP
"your workforce management & staffing experts"

Corporate Management Group

Absence Request

Absence Information

Employee Name: Mindy Lor

Department: Packaging

Supervisor: Miguel Quintanilla

Type of Absence Requested:

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

Dates of Absence: From: 12/19/15 To: 12/20/15

Reason for Absence:

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

Mindy Lor — 12/4/15

Employee Signature — *Date*

Manager Approval

- ☐ Approved
- ☒ Rejected

Comments:

[illegible] — 12/7/15

Supervisor Signature — *Date*

Taylor Barnes — 12/7/15

CMG Signature — *Date*