



Minerva needs to provide Corporate Management Group 1 week (7 days) notice prior to court dates needed off. Notices provided less than 7 days out will not be approved by supervisor as an excused absence. All dates need to be written down on a CMG Time Off Form provided by the CMG On-Site Rep. If On-Site is unavailable at time of request, she will then need to complete a form at the CMG St. Paul Park office.

Completed By Vanessa Morales Date: 7-12-2016

Employee Signature: Miguel Cifredo Date: 7-12-2016