



Corporate Management Group

Absence Request

Absence Information

Employee Name: Mohamed Yusuf

Department: Shipping

Supervisor: Miguel G

Type of Absence Requested:

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

Dates of Absence: From: 5/20/16 To: 5/22/16

Reason for Absence:

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

Employee Signature

5/19/2016

Date

Manager Approval

- Approved
 Rejected

Comments:

Supervisor Signature

5/19/16

Date

5-19-16

CMG Signature

Date