Corporate Management Group

Absence Request

Absence Information

Employee Name: Mohamed Mire

Department: bunch bench

Supervisor: Curt Raatz

Type of Absence Requested:

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

Dates of Absence: From: 10/20/15 To: 10/21/15

Reason for Absence:

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

Mohamed — *Employee Signature*

10/8/15 — *Date*

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

Supervisor Signature — *Date* 10-8-15

CMG Signature — *Date* 10-8-15