Corporate Management Group

Absence Request

Absence Information

Employee Name: Pamela Moua

Department: Shipping

Supervisor: Miguel Q.

Type of Absence Requested:

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

Dates of Absence: From: 4-12-17 To: 4-12-17

Reason for Absence:
Dental Appointment / would work Thursday

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

Pamela Moua — *Employee Signature*

4-3-17 — *Date*

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

Supervisor Signature — *Date* 4-3-17

CMG Signature — *Date* 4-3-17