



Corporate Management Group

Absence Request

Absence Information

Employee Name: Naw Latt
Department: COMMISSION
Supervisor: Chris Jacobsen

Type of Absence Requested:

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

Dates of Absence: From: 02.08.2015 To: 2/8/15

Reason for Absence:

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

[Signature]
Employee Signature

01.28.2015
Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature]
Manager Signature

1-28-15
Date