Corporate Management Group

Absence Request

Absence Information

Employee Name: No Given Name Candasari

Department: Bench

Supervisor: Curtis Raatz

Type of Absence Requested:

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

Dates of Absence: From: 05-16-2016 To: 06-20-2016

Reason for Absence:
I have to apply for status to meet lawyer. Ensure if return date will be on such. needs speak to lawyer.

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

Candasari — 5-13-2016

Employee Signature — *Date*

Manager Approval

- ☐ Approved
- ☐ Rejected

Comments:

Supervisor Signature — *Date*

CMG Signature — *Date*