Corporate Management Group

Absence Request

Absence Information

Employee Name: Omar Ahmed Y

Department: Sanitation

Supervisor: Demarto Robinson

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 5/19/16 *Date*

Manager Approval

- ☐ Approved
- ☐ Rejected

Comments:

Supervisor Signature *Date* 5/19/16

CMG Signature *Date* 5-19-16