



Corporate Management Group

Absence Request

Absence Information

Employee Name: Patricia Cerney
Department: Commissary
Supervisor: Denise

Type of Absence Requested:

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

Dates of Absence: From: Dec 22, 2015 To: _____

Reason for Absence:

Court

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

Patricia A Cerney
Employee Signature _____ Date _____

Manager Approval

- Approved
 Rejected

Comments:

Denise Brucks _____
Supervisor Signature _____ Date 12/7/15

CMG Signature _____ Date _____