



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: Jan 28, 2016 To: _____

Reason for Absence: Leave @ 11 am For dentist

Feb 9th OFF @ 12:30 Feb 11th OFF → see back for employees writing
Feb 10th OFF @ 1:15

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

Patricia A Cerney Jan. 26, 2016
 Employee Signature Date

Manager Approval

- Approved
 Rejected

Comments:

Supervisor Signature Date

CMG Signature Date