



Corporate Management Group

Absence Request

Absence Information

Employee Name: Peter Xiong
Department: 2nd shift sanitation
Supervisor: Hector Aponte

Type of Absence Requested:

- | | | | |
|-----------------------------------|------------------------------------|--|--|
| <input type="checkbox"/> Sick | <input type="checkbox"/> Vacation | <input type="checkbox"/> Bereavement | <input checked="" type="checkbox"/> Time Off Without Pay |
| <input type="checkbox"/> Military | <input type="checkbox"/> Jury Duty | <input type="checkbox"/> Maternity/Paternity | <input type="checkbox"/> Other |

Dates of Absence: From: July 17 To: July 19

Reason for Absence:

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

Peter Xiong
Employee Signature

6/24/15
Date

Manager Approval

- Approved
 Rejected

Comments:

Ayona Brewer
Supervisor Signature

6/25/15
Date
6/26/15
Date

[Signature]
CMG Signature