

Absence Request

Absence Information

Employee Name: Adebayo Ladipo
 Department: Bench
 Supervisor: _____

Type of Absence Requested:

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

Dates of Absence: From: Friday 25th March To: only 25th

Reason for Absence: To see my daughter in school at Arizona.

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

Adebayo _____ 3/3/16
 Employee Signature Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature] _____ 3-7-16
 Supervisor Signature Date
[Signature] _____ 3-7-16
 CMG Signature Date