Corporate Management Group

Absence Request

Absence Information

Employee Name: Omar Omar

Department: 3rd Shift Sanitation

Supervisor: Demario & Hector

Type of Absence Requested:

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

Dates of Absence: From: 10/16/16 To: 10/17/16

Reason for Absence:

appoiment.

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

Employee Signature *Date* 10/12/16

Manager Approval

- ☑ Approved
- ☐ Rejected

Comments:

Supervisor Signature *Date* 10-12-16.

CMG Signature *Date*