

Absence Request

Absence Information

Employee Name: Wilbert Lopez

Department: _____

Supervisor: Dennis Denise

Type of Absence Requested:

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

Dates of Absence: From: 02/19/16 To: 02/19/16

Reason for Absence:

Doctor appointment

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

Employee Signature

02-10-16
Date

Manager Approval

- Approved
- Rejected

Comments:

Denise Perrecks 2/10/16
Supervisor Signature Date

CMG Signature Date