



Corporate Management Group

Absence Request

Absence Information

Employee Name: Maria Berrena
 Department: Comissary
 Supervisor: Denisse Denise

Court date

Type of Absence Requested:

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

Dates of Absence: From: March 1, 2016 To: March 1, 2016

Reason for Absence:

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

Maria Berrena 2-8-16
 Employee Signature Date

Manager Approval

- Approved
 Rejected

Comments:

Denisse Denise 2/10/16
 Supervisor Signature Date

CMG Signature Date