



Corporate Management Group

Absence Request

Absence Information

Employee Name: Sai Kyaw
Department: 2nd Sanitation
Supervisor: Demario

Type of Absence Requested:

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

Dates of Absence: From: 3-8-16 To: 3-15-16

Reason for Absence:

Had a baby

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

[Signature]
Employee Signature

3-8-16
Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature]
Supervisor Signature

3/8/16
Date

[Signature]
CMG Signature

3/8/16
Date