Corporate Management Group

Absence Request

Absence Information

Employee Name: Mason Vang

Department: Shipping

Supervisor: Miguel C

Type of Absence Requested:

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

Dates of Absence: From: April 5th To: April 13th

Reason for Absence:

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

Mason Vang — 2-17-15

Employee Signature *Date*

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

[illegible] — 2-17-16

Supervisor Signature *Date*

CMG Signature *Date*