



Corporate Management Group

Absence Request

Absence Information

Employee Name: Maricruz Flores

Department: Shipping

Supervisor: miguel Quintanilla

Type of Absence Requested:

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

Dates of Absence: From: 6-10-16 To: 6-18-16

Reason for Absence: Going out of town with family

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

[Signature] Employee Signature 3-4-16 Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature] Supervisor Signature 3-4-16 Date
[Signature] CMG Signature 3-4-16 Date