



"your workforce management & staffing experts"

Request for Time off

Absence Information

Employee Name: Kelly Sutton
 Employee Number: _____ Department: CMG Rochester
 Manager: Kelsey Sikkink

Type of Absence Requested:

- | | | | |
|-----------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> Sick | <input type="checkbox"/> Vacation | <input type="checkbox"/> Funeral Leave | <input type="checkbox"/> Time Off Without Pay |
| <input type="checkbox"/> Military | <input type="checkbox"/> Jury Duty | <input type="checkbox"/> Maternity/Paternity | <input type="checkbox"/> Other |

Dates of Absence:
 From: 11/16/2023 To: 11/16/2023

Reason for Absence:

I would like to extend my previous TOR by one day. I will be going to visit my family over the holiday's. I had previously requested 11/17/2023 to 11/27/2023. I would like to add 11/16/2023 (cheaper plane tickets). Thank you

Kelly M Sutton 10-24-23
 Employee Signature Date

Manager Approval

- Approved
 Not Approved

Comments:

 Manager Signature Date