



# Request for Time off

## Absence Information

Employee

Name: Kelly Sutton

Employee

Number: \_\_\_\_\_ Department: CMG

Manager: Kelsey Sikkink

Type of Absence Requested:

Sick

Vacation

Funeral Leave

Time Off  
Without  
Pay

Military

Jury Duty

Maternity/Paternity

Other

Dates of Absence:

From: 8/19/2021 To: 8/19/2021

Reason for Absence: Friend's Wedding. I am requesting an additional day to a previous request for 8/20/202 because Hubby is part of the wedding party and they are asking us to come early to help with preparations.

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

Kelly M. Sutton

Employee Signature

6/21/2021

Date

## Manager Approval

Approved

Not Approved

Comments: