



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 checked="" 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: 7/12/2024 Leave early To: 7/12/2024 Leave early

Reason for Absence: Leave early due to childcare. I will take the necessary 1 Hour of PTO.

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

Kelly Sutton 7.11.2024
 Employee Signature Date

Manager Approval

- Approved
 Not Approved

Comments:

 Manager Signature Date