



Corporate Management Group

Absence Request

Absence Information

Employee Name: Taywettee Toolsie
 Department: King
 Supervisor: Miguel Quintanilla

Type of Absence Requested:

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

Dates of Absence: From: 8-22-15 To: 8-24-15

Reason for Absence:

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

Taywettee Toolsie
 Employee Signature

8-03-15
 Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature]
 Supervisor Signature
[Signature]
 CMG Signature

8/20/15
 Date
8/20/15
 Date