



Absence Request

Absence Information

Employee Name: Dao Thao
Department: 1st Sanitation
Supervisor: Hector Aponte

Type of Absence Requested:

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

Dates of Absence: From: 8/7/15 To: 8/8/15

Reason for Absence:

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

Dao Thao
Employee Signature

7/28/15
Date

Manager Approval

- Approved, Rejected

Comments:

Supervisor Signature: [Signature]
CMG Signature: [Signature]

7/28/15
7/28/15
Date