



Corporate Management Group

Absence Request

Absence Information

Employee Name: Dao Zang Thao
 Department: Sanitation
 Supervisor: Hector Aponie

Type of Absence Requested:

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

Dates of Absence: From: 8/25/15 To: 9/11/15

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

8/11/15
 Date

Manager Approval

- Approved
 Rejected

Comments:

[Signature]
 Supervisor Signature

8/11/15
 Date

CMG Signature

Date