CMG
CORPORATE MANAGEMENT GROUP
"your workforce management & staffing experts"

Corporate Management Group

Absence Request

Absence Information

Employee Name: Tami Jesson

Department: Shipping

Supervisor: Miguel Quintanilla

Type of Absence Requested:

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

Dates of Absence: From: Jan 23 To: 1/24/17

Reason for Absence:

My son has an orthodontist appointment

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

Employee Signature — *Date* 1-12-17

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

Supervisor Signature — *Date* 1/12/17

CMG Signature — *Date* 1/12/17