



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: Tom Dodney  
Department: Bakery Helper  
Supervisor: Miguel / Scott

Type of Absence Requested:

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

Dates of Absence: From: April 18th To: April 18th

Reason for Absence:

Hospital with daughter for testings.

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

Thomas Dodney                      4/6/16  
Employee Signature                      Date

### Manager Approval

- Approved  
 Rejected

Comments:

[Signature]                      4-6-16  
Supervisor Signature                      Date  
[Signature]                      4-6-16  
CMG Signature                      Date