Group

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Absence Request

Absence Information

Employee Name: Tou lee Xiong

Department: Commissary

Supervisor: Denise / Kari

Type of Absence Requested:

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

Dates of Absence: From: May 15, 2016 To: May 15, 2016

Reason for Absence:

Funeral

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

Tou lee xiong — *Employee Signature* — 5/11/16 *Date*

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

Supervisor Signature — Date 5/12/16

CMG Signature — Date 5/12/16