



Corporate Management Group

Absence Request

Absence Information

Employee Name: TRAN MINH

Department: 31

Supervisor: _____

Type of Absence Requested:

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

Dates of Absence: From: 11-26-15 To: 11-26-15

Reason for Absence:

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

Employee Signature

Date

11-17-15

Manager Approval

- Approved
 Rejected

Comments:

Supervisor Signature

Date

11/18/15
11/18/15

CMG Signature

Date