



Corporate Management Group

Absence Request

Absence Information

Employee Name: Mises Perez Acosta
 Department: Shipping
 Supervisor: Miguel

Type of Absence Requested:

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

Dates of Absence: From: 12-25 to: 1/01/17

Reason for Absence:

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

Mises Perez Acosta
 Employee Signature

Date

Manager Approval

- Approved
- Rejected

Comments:

[Handwritten Signature]
 Supervisor Signature

12-1-16

Date

[Handwritten Signature]
 CMG Signature

12-1-16

Date