



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: Vincent Williams  
 Department: Delta Hawk  
 Supervisor: Carl Roca

Type of Absence Requested:

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

Dates of Absence: From: Oct 2<sup>th</sup> To: 10/2/15

Reason for Absence:

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

[Signature] 10/28/15  
 Employee Signature Date

### Manager Approval

- Approved  
 Rejected

Comments:

[Signature] 10/31/15  
 Supervisor Signature Date  
[Signature] 10/31/15  
 CMG Signature Date