



# Corporate Management Group

## Absence Request

### Absence Information

Employee Name: Abdecllahi YUSUF  
 Department: Delta hawk  
 Supervisor: \_\_\_\_\_

#### Type of Absence Requested:

- Sick                       Vacation                       Bereavement                       Time Off Without Pay  
 Military                       Jury Duty                       Maternity/Paternity                       Other *I have appoimen with Court in columbus OHIO also I have Proof.*

Dates of Absence: From: 15/06/2015 To: 18/06/2015

Reason for Absence: *I have appoiment whith Court in Columbus, Ohio*

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

*[Handwritten Signature]*  
 Employee Signature

05-27-15  
 Date

### Manager Approval

- Approved  
 Rejected

Comments: *I ask My Supervisor Curt Reatz to accept My Vocation I go another State appoiment whith Court, So I go by bus. 1 day go and 1 day come back and relax becaus it is Long travel and one day it is whith Court + travel*

Supervisor Signature *[Handwritten Signature]*  
 CMG Signature *[Handwritten Signature]*

Date 5-27-15  
 Date 5-27-15