Corporate Management Group

Absence Request

Absence Information

Employee Name: Mai Vang

Department: packaging

Supervisor: Miguel

Type of Absence Requested:

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

Dates of Absence: From: 6-2 To: 6-7

Reason for Absence: Daughter getting back surgery

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

Mai Vang — *Employee Signature*

5-5-2016 — *Date*

Manager Approval

- ☒ Approved
- ☐ Rejected

Comments:

Supervisor Signature — *Date* 5/24/2016

CMG Signature — *Date* 5/24/2016