

Absence Report

Name _____

Department _____ Employee No. _____

Date _____ Time _____

is absent at this time because of:

- Vacation Tardy Unexcused
- Sick Leave Death in Family Jury Duty
- Partial Day Illness in Family _____

They are expected to return on: _____

_____ (day) _____ (date)

Submitted by: _____ Title: _____

Reviewed by: _____ (Personnel Manager)

Filed in Emp. Record by: _____ on _____ (date)

Notes: _____

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