

# ABSENCE REPORT

NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ SHIFT \_\_\_\_\_

First Date Absent \_\_\_\_\_ Expected Return Date \_\_\_\_\_

**Reason for Absence:**

- |   |  |
|---|--|
| <input type="checkbox"/> Illness          | <input type="checkbox"/> Holiday           |
| <input type="checkbox"/> Vacation         | <input type="checkbox"/> Jury Duty         |
| <input type="checkbox"/> Personal Time    | <input type="checkbox"/> Suspension        |
| <input type="checkbox"/> Family Death     | <input type="checkbox"/> Leave Without Pay |
| <input type="checkbox"/> Accident on Job  | <input type="checkbox"/> Unknown           |
| <input type="checkbox"/> Family Leave Act | <input type="checkbox"/> _____             |

Explanation, if necessary \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Was Absence:**

- |                               |                                  |                                    |
|-------------------------------|----------------------------------|------------------------------------|
| Expected in Advance           | <input type="checkbox"/> Yes     | <input type="checkbox"/> No        |
| Reported on First Date Absent | <input type="checkbox"/> Yes     | <input type="checkbox"/> No        |
| Considered by Supervisor as   | <input type="checkbox"/> Excused | <input type="checkbox"/> Unexcused |

Date \_\_\_\_\_ Prepared by \_\_\_\_\_

USE CARBON PAPER UNDERNEATH TO PREPARE DUPLICATE