

# ABSENTEE REPORT

Date of Absence \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee ID \_\_\_\_\_

Department \_\_\_\_\_

Type of occurrence: \_\_\_\_\_ Tardiness \_\_\_\_\_ Absence \_\_\_\_\_ Early Dismissal

Occurrence is: \_\_\_\_\_ Excused \_\_\_\_\_ Unexcused

Time due at work \_\_\_\_\_

Scheduled leave time \_\_\_\_\_

Actual arrival time \_\_\_\_\_

Actual leave time \_\_\_\_\_

Is this a continuation of a previously reported absence? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Reason for Occurrence:**

- |   |                             |
|---|-----------------------------|
| _____ Lack of Work                                | _____ Leave of Absence      |
| _____ Sick (employee)                             | _____ Transportation        |
| _____ Family Illness                              | _____ Unknown               |
| _____ Accident – self or family (not job related) | _____ Death in the Family   |
| _____ Injury (job related)                        | _____ Jury duty/Court       |
| _____ Personal                                    | _____ Weather               |
| _____ Discipline                                  | _____ Family Leave          |
| _____ Medical Appt. _____ Medical Release**       | _____ Other (explain below) |

*\*\*Please attach medical note*

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Will return to work \_\_\_\_\_

Notice Received: \_\_\_\_\_ By Phone \_\_\_\_\_ Written \_\_\_\_\_ In Person \_\_\_\_\_ None  
\_\_\_\_\_ Email \_\_\_\_\_ Voice Mail \_\_\_\_\_ Message Center

Notice Received By: \_\_\_\_\_

From: \_\_\_\_\_ Employee \_\_\_\_\_ Relative \_\_\_\_\_ Other: \_\_\_\_\_

Additional Remarks:

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Time Received \_\_\_\_\_ AM/PM

PTO tracker/request completed \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_