| **Absentee Report**<br>**Request For Leave** | **Department:**<br>_____ | **Supervisor:**<br>_____ |
|---|---|---|
| | Date: _____ | Time: _____ |

Name of Employee: _____

Position: _____

Absent: ☐ Today – Reason Noted Below ☐ Will be Absent: _____

Remarks:

Reason for Absence: (Recording Reason)

(Check Appropriate Box)

Reason for Leave Request:

- ☐ Death in Family
- ☐ Illness (Family)
- ☐ Illness (Self)
- ☐ Jury Duty
- ☐ Vacation/Additional Scheduled Day Off
- ☐ Personal Day
- ☐ Other: _____

| Substitute Needed:<br>☐ Yes ☐ No | Message Received By: | Reviewed & Approved By: |
|---|---|---|