

# *Adriana's* Insurance

## ABSENT REPORT

EMPLOYEE'S NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

REASON:

- Accident on duty.
- Accident off duty.
- No Show
- Tardy
- Late Return From Lunch
- Doctor/Dentist appointment
- Sick
- Death in family
- Other: \_\_\_\_\_

Unexcused     Excused

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

HUMAN RESOURCES SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_