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Filed in Emp. Record by:on(date) Notes:
Submitted by: Title:
They are expected to return on:
Partial Day
Sick Leave Death in Family Jury Duty
Vacation Tardy Unexcused
is absent at this time because of:
Date Time
Department Employee No
Name

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
They are expected to return on:
(day) (date)
Submitted by:Title:
Reviewed by: (Personnel Manager)
Filed in Emp. Record by: on (date)
Notes:
Form 1010, Printed by:

Form 1010, Printed by: