

John W. Gleim, Jr., Inc.  
625 Hamilton Street  
Carlisle, PA 17013

ABSENCE/TARDY REPORT

NAME \_\_\_\_\_ EMPLOYEE # \_\_\_\_\_

ABSENCE \_\_\_\_\_ TARDY \_\_\_\_\_ DATE OF ABSENCE OR TARDY \_\_\_\_\_

REASON FOR ABSENCE:

- |  |  |
|--|--|
| <input type="checkbox"/> Illness         | <input type="checkbox"/> Hunting           |
| <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           |

REASON FOR TARDY : \_\_\_\_\_

TIME EMPLOYEE REPORTED TO WORK \_\_\_\_\_

EXPLANATION, IF NECESSARY \_\_\_\_\_

WAS ABSENCE:

EXPECTED IN ADVANCE	<input type="checkbox"/> YES	<input type="checkbox"/> NO
REPORTED ON FIRST DATE OF ABSENCE	<input type="checkbox"/> YES	<input type="checkbox"/> NO
CONSIDERED BY OFFICE AS	<input type="checkbox"/> EXCUSED	<input type="checkbox"/> UNEXCUSED

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

PREPARED BY: \_\_\_\_\_