Administrative Employee Time Report

Please submit this report by the 15th of the following month to Human Resources.

Name: _______________________________  Dept: ________________________

Date: ___________________

To report absence, please use one of the following symbols in the appropriate box for the date of the month absent.

S = Sick  V = Vacation  P = Personal Leave
H = Holiday  L = Leave of Absence  D = Death in Family
O = Other (seminars, etc.)  Please explain below.  A = Administrative Leave

For the month of ________________, 2011.  ____ I have not been absent or taken leave this month.

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To explain Other:

Employee Signature: _______________________________________________________________  Date

Supervisor Signature: _______________________________________________________________  Date