

***ABSENCE REPORT FOR ADMINISTRATIVE AND STAFF PERSONNEL***

The following employee was absent from duty on the days/hours listed below for the month of \_\_\_\_\_ . This form must be submitted even if there were no absences.

**Print Name**                      **Date(s)**                      **Hours Missed**                      **Reason/No absence**

\_\_\_\_\_  
Signature of Employee                      Office                      Date

\_\_\_\_\_  
Signature of Supervisor                      Office                      Date

Reason: Vacation, Illness, \*Funeral, Jury Duty, Doctor or Dentist Appointment. \*For funerals, please note relationship to the employee: Father, Aunt, Friend, etc. Any court payment received for jury duty is due the University of Findlay and should be submitted to the Payroll & Benefits Manager upon receipt. Absence reports should be submitted to the Human Resource office by the 10<sup>th</sup> of the following month.

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