

COLOURS inc. Absence Report

Name _____ Store _____

Position _____ FT PT

Date/Time Absent _____ Expected Return Date/Time _____

Circle all that apply below:

Was Absence:

- | | |
|--|----------------|
| 1. Full Day | 2. Partial Day |
| Expected in Advance | YES NO |
| Reported on First Date Absent | YES NO |
| Considered by Supervisor as: EXCUSED UNEXCUSED | |

Reason For Absence:

- | | |
|---------------------|-------------------|
| 1. Illness | 7. Holiday |
| 2. Vacation | 8. Jury Duty |
| 3. Personal Time | 9. Suspension |
| 4. Family Death | 10. Leave w/o Pay |
| 5. Accident on Job | 11. Unknown |
| 6. Family Leave Act | 12. _____ |

Notes: _____

Date _____ Prepared by _____

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