

# Monthly Absence Summary Report

<i>Date</i>	<i>Time</i>	<i>Reason</i>
<b>From</b> /    / <b>To</b> /    /	_____ Full Day _____ Hours Absent	_____ Vacation / Personal _____ Sick _____ Other _____
<b>From</b> /    / <b>To</b> /    /	_____ Full Day _____ Hours Absent	_____ Vacation / Personal _____ Sick _____ Other _____
<b>From</b> /    / <b>To</b> /    /	_____ Full Day _____ Hours Absent	_____ Vacation / Personal _____ Sick _____ Other _____
<b>From</b> /    / <b>To</b> /    /	_____ Full Day _____ Hours Absent	_____ Vacation / Personal _____ Sick _____ Other _____
Other Comments:		
<input type="checkbox"/> <b>No time taken during this month</b>		

\_\_\_\_\_  
 Employee's Name (print)

\_\_\_\_\_/200\_\_\_\_\_  
 Reporting Month

\_\_\_\_\_  
 Employee's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date