

Craig Industries Employee Absence/Lateness Record

Absent ☐

Late ☐

Name _____ Department _____

First Date Absent/Late _____

Expected Return Date _____

Reason For Absence/Late:

____ Illness

____ Holiday

____ Vacation

____ Jury Duty

____ Personal Time

____ Suspension

____ Family Death

____ Leave without Pay

____ Accident on Job

____ Unknown

____ Family Leave Act

Was Absent: (Mgt. Use only)

Expected in Advance ____ Yes ____ No

Reported on First Date Absent ____ Yes ____ No

Considered as ____ Excused ____ Unexcused

Was Lateness: (Mgt. Use only)

Reported by 8:15 a.m. ____ Yes ____ No

Considered as ____ Excused ____ Unexcused

Explanation _____

Message Received by: Telephone _____ Other _____ Appropriate Docs Attached _____

Message Given by: Employee _____ Other (Name/Relationship) _____

Message Taken by: _____ Date _____ Time _____

Timeclock _____ Supervisor _____ HR or Exec Mgmt. _____