# T. A. WOODS COMPANY
# ABSENTEE REPORT

EMPLOYEE _____ DATE 9-12-17

MESSAGE TAKEN BY Jeremy Joesting TIME 6:00 am

Rev 2/13

✓ ABSENT/REASON: Had Damage to trees and his pool from the storm

_____ TARDY/REASON: ARRIVAL TIME: _____

_____ EARLY LEAVE/REASON: LEAVE TIME: _____

Did the Employee Notify the Office or Field Per Company Policy? YES ✓ NO _____

Employee Request PTO? YES _____ HOURS _____
*Approval by Payroll.

Did the Employee Provide Proper Documentation? YES _____ NO _____
Attach documentation to Absentee Report

**Employee Signature/Date** _____ 9-12-17

Disciplinary Measure Taken (If any):

✓ NO ACTION TAKEN; EMPLOYEE FOLLOWED COMPANY PROCEDURES

_____ DISCUSSION WITH EMPLOYEE/RECORD CONTENTS OF DISCUSSION:

_____ WARNING ISSUED; WARNING FORM MUST BE COMPLETED.

_____ Superintendent requests Attendance check on employee.

_____ 9-12-17
Signature of Person Taking Message Date

_____ 9-12-17
Superintendent's Signature Date

Example