

T. A. WOODS COMPANY

ABSENTEE REPORT

EMPLOYEE _____

DATE _____

MESSAGE TAKEN BY _____

TIME _____

Rev 2/13

_____ ABSENT/REASON:	
_____ 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? *Approval by Payroll.	YES _____ HOURS _____
Did the Employee Provide Proper Documentation? Attach documentation to Absentee Report	YES _____ NO _____
Employee Signature/Date	

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.

Signature of Person Taking Message

Date

Superintendent's Signature

Date