

Business Contracts



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<<Company>>

S

Employee Absence Report

Date Reported <<CurrentDate>>

Employee:	<<ContractFirstName>> <<ContractLastName>>
Title:	<<ContractJobTitle>>
Department:	<<Department>>
Supervisor:	<<Supervisor Name>>
Period of Absence	<<StartDate>> to <<EndDate>>

A

Instructions:

Supervisor must complete the following form and file it with the Human Resources Department.

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Reason for Absence

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S A M P L E

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