



OFFICE OF HUMAN RESOURCES

COMPENSATED ABSENCE REPORT

Instructions: Please record Sick Time, Vacation Time, College Holidays, Floating Holidays, Bereavement Time, Jury Duty, and FMLA Absences. (Information may be recorded electronically and then printed and signed.)

- 1. Record dates of absences in the column titled "Dates of Absences."
2. Make a check in the box that corresponds to the date of the absence and the reason for the absence.
3. Record comments if appropriate (If a partial day was missed it should be noted here).
4. Please Note: Recorded absences must be categorized in one of the columns listed below.

For the month of _____ in the year of _____

Table with 9 columns: Dates of Absences, Sick Time, Vacation Time, College Holidays, Floating Holidays, Bereavement Time, Jury Duty, FMLA, Comments. The table contains 12 empty rows for data entry.

Print Name

Signature

Department

Date

Supervisor Acknowledgement: I certify that to the best of my knowledge, this employee works under my supervision and was absent for the reason(s) and time(s) shown above.

Signature

Title