

EMPLOYEE ABSENCE/TARDY REPORT

Name Jim Shoe Department Programming Year 92

Full Time Employment Date 2/14/87 Accumulated Vacation 3 Weeks

Used Absences:				Vacation Time Taken:												
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">6/19</td> <td style="width:15%;">7/22</td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> </tr> </table>				6/19	7/22					1st week	8/3	8/4	8/5	8/6	8/7	8/8
6/19	7/22															
Date Of Absence	Half Day	Whole Day	Reason For Absence	2nd week	11/4	11/5	11/6	11/7	11/8	11/9						
6/19		X	Doctor	3rd week	12/25	12/26	12/27	12/28	12/29	12/30						
7/22		X	Hangover	4th week												
				5th week												
				From Date	To Date	Number Of Days										
				8/3	8/8	6		*								
				"A	11/9	6										
				12/25	12/30	6										
				None left												

Tardy Date	Time Of Arrival	Reason Given
4/3	9AM	Ovens left



Projected vacation dates for approval in advance then mark when taken in upper right hand **boxes**.