

**EMPLOYEE ABSENCE CHECKLIST**

- Sick/Dr. Appointment
- Appointments (financial planner, accountant, lawyer, etc.)
- Car Troubles
- Delivery
- Family Emergency
- School Closed
- Other \_\_\_\_\_

**IF APPLICABLE FOR ABSENCE:**

- Sick Pay
- Vacation Pay

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_