

# Business Contracts



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<<Company>>

S

**Employee Absence Report**

Date Reported <<CurrentDate>>

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

A

**Instructions:**

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

M

**Reason for Absence**

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....

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# S A M P L E

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