



## Absence Dock Form

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

Date(s) of Absence: \_\_\_\_\_

(Report in increments of hours)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All requests must be approved and signed by your supervisor.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Submit completed Absence Dock Form to the office manager. Absences will be tracked from the 21<sup>st</sup> to the 20<sup>th</sup> of every month and reported on your pay stub. The accuracy of the information that is reported to you depends on your timely submission of this form.
2. Signed Absence Dock Forms will be forwarded to the Payroll Department and recorded on your paystub.

(This Absence Dock Form will be placed in the monthly payroll file)