



Employee Absence Report

Reference Employee Policy Manual sections 503, 504, 505

Absence Date	Full Day	OR	Partial Day*	*Partial Day Additional Information -with AWS**, enter requested schedule change details. -without AWS, enter start and end time of workday.

****AWS requests must be submitted the day before. The AWS requested schedule change must be the same day of the absence. AWS lunch requirement must be noted.**

Employee name

Date