**SUMMARY OF ABSENCES/TARDINESS/UNDERTIME**

For the period «period»

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | TARDINESS | | | UNDERTIME | | |
| NAME | ABSENCES | NO. OF | NO. OF | NO. OF | NO. OF | NO. OF | NO. OF |
|  | DAYS | TIMES | HOURS | MINUTES | TIMES | HOURS | MINUTES |
|  |  |  |  |  |  |  |  |