**Absence Report Form**

Name: <<NAME>> SSN#: <<SSN\_NUMBER>>

Position: <<POSITION>> Location: <<LOCATION>>

**Date(s) of Absence**: <<DATES\_OF\_ABSENCE>>

**Total Work Days Absent (with pay)**: <<WITH\_PAY\_ABSENT\_DAYS>>

**Total Work Days Absent (without pay)**: <<WITHOUT\_PAY\_ABSENT\_DAYS>>

Approved by: <<APPROVER>> Date: <<DATE\_SIGNED>>