



## Tardiness/Absenteeism Report

This report is designed to relieve pressure on managers to handle tardiness and call-out situations. It is maintained in the employee's file to assure proper documentation is available to compare with, and help create, company policies, performance evaluations, etc.

The employee is required to complete this report if they are late, have to leave early or miss a day of work unexpectedly (in other words it is not pre-approved.)

**Employee's Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Was (check one):**  Late      Time scheduled: \_\_\_\_\_      Time arrived: \_\_\_\_\_

Called Out

Left Early      Time scheduled: \_\_\_\_\_      Time left: \_\_\_\_\_

**On (date)** \_\_\_\_\_

Describe of the circumstances causing this tardiness/absenteeism (if sickness attach doctors note):

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How often will this type of situation happen in the future: \_\_\_\_\_

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What can be done to correct this situation: \_\_\_\_\_

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(Write on the back of this form if more spaced is necessary)

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **Supervisor's Comments:**

1) Is tardiness absenteeism a problem with this employee: \_\_\_\_\_yes      \_\_\_\_\_No

2) Recommended action: \_\_\_\_\_

3) Additional comments: \_\_\_\_\_

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**Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_