

# Employee Absence Record Form

## 1. Employee Details

- Full Name: \_\_\_\_\_
- Employee ID: \_\_\_\_\_
- Department: \_\_\_\_\_
- Position: \_\_\_\_\_

## 2. Absence Information

- Type of Absence:
  - Sick Leave
  - Personal Leave
  - Vacation Leave
  - Other (Specify): \_\_\_\_\_
- Start Date of Absence: \_\_\_\_\_
- End Date of Absence: \_\_\_\_\_
- Total Days Absent: \_\_\_\_\_

## 3. Reason for Absence

- Provide a brief explanation:

\_\_\_\_\_  
\_\_\_\_\_

## 4. Manager Approval

Date Submitted	Manager Name	Approved/Denied	Comments

## 5. Employee Declaration

I confirm that the information provided is accurate to the best of my knowledge.

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