



## Call Off – Late Arrival – Early Leave

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time Off:  All Day  Hours: \_\_\_\_\_ (\_\_\_\_\_ to \_\_\_\_\_)

Person Taking Info: \_\_\_\_\_

Time of Call/Leave/Arrival: \_\_\_\_\_  Sick  Personal  Other

*Notes:*

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