

# Fairleigh Dickinson University

## Absence Report Full-Time Exempt Staff

Name

Department

Campus

### For the Period:

From

To

**Instructions:** Absences should be indicated by entering the appropriate code assigned for the category of absence (see absence code below). Next to the code, indicate the day and date of the absence.

If you have not had any absences during the period indicated above, just sign. Have your Department Head sign, and forward the completed form to Human Resources, H-DH3-05.

Absence Code  Day  Date  Explain for Other

Absence Code  Day  Date  Explain for Other

Absence Code  Day  Date  Explain for Other

Absence Code  Day  Date  Explain for Other

Absence Code  Day  Date  Explain for Other

Absence Code  Day  Date  Explain for Other

Absence Code  Day  Date  Explain for Other

### **SIGNED AND CERTIFIED TO BE CORRECT:**

Employee Name

Date Signed

Department Head

Date Signed

### **ABSENCE CODES:**

A = Accident on Duty

LA = Leave of Absence

V = Vacation

B = Bereavement Leave

P = Personal Time

O = Other (Explain)

S = Sick Time

IMPORTANT: This form is due in HR on the fifth workday following the end of every month.