

Attendance Worksheet

<i>Supervisor Name</i>	
<i>Employee Name</i>	
<i>Date of Documentation</i>	

Choose all that apply and supply documentation – add additional written documentation stapled to the back of this worksheet

Situation	Date	Notes
Uses more sick days than allowed or awarded		
Ignores warnings of excessive absences		
Arrives late frequently		
Absent Mondays and Fridays		
Late back to work after lunch or breaks		
Frequently absent after pay days		
Other:		
Other:		
Other:		

Supervisor Name:

Supervisor Signature: