

Horry County Fire Rescue
2560 North Main Street, Suite 1
Conway, South Carolina 29526



Phone: (843) 915-5190
Fax: (843) 915-6190

TARDY/ABSENT WITHOUT LEAVE REPORT

TO: _____ DATE: _____

FROM: _____

ASSIGNED STATION/SHIFT _____ TIME EMPLOYEE NOTIFIED STATION _____

SCHEDULED REPORTING TIME _____ ACTUAL REPORTING TIME _____

REASON FOR TARDINESS/ABSENCE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR'S COMMENTS: _____

SUPERVISOR'S SIGNATURE: _____ DATE: _____

DISPOSITION

CHECK ONE: EXCUSED UNEXCUSED

ACTION TAKEN: _____

CHIEF OFFICERS SIGNATURE: _____ DATE: _____