



# HORRY COUNTY ABSENTEE REPORT

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

EMPLOYEE NUMBER: \_\_\_\_\_

RANK: \_\_\_\_\_ STATION NO. / SHIFT: \_\_\_\_\_

| DATE OF ABSENCE | TOTAL HOURS ABSENT | REASON |
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| DATE | CLOCK IN | LUNCH OUT | LUNCH IN | OUT | REASON |
|------|----------|-----------|----------|-----|--------|
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|      |          |           |          |     |        |

| ABSENCE |  | WITH PAY |  | WITHOUT PAY |
|---------|--|----------|--|-------------|
|---------|--|----------|--|-------------|

DATE: \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_

DEPARTMENT HEAD: \_\_\_\_\_