



# Time Away Sheet

Name: \_\_\_\_\_

Department: \_\_\_\_\_ Month/Year: \_\_\_\_\_

Day	Code	Comments
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Codes:		
EX: Excused/Other	H: Holiday	S: Sick Day
FH: Floating Holiday	J: Jury Duty	V: Vacation
F: Funeral	P: Personal	W: Inclement Weather

Employee's initials \_\_\_\_\_

Supervisor's initials \_\_\_\_\_