# Time Away Sheet

**Name:**

**Department:**

**Month/Year:**

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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:** ________________