

CONTINENTAL SECRET SERVICE BUREAU, INC.

ABSENT / TARDY / LEFT EARLY  
RECORD

EMPLOYEE'S NAME \_\_\_\_\_

CLIENT SITE (NO CODE NAMES) \_\_\_\_\_

DATE AND TIME OF ASSIGNED SHIFT \_\_\_\_\_

TIME AND DATE NOTIFIED \_\_\_\_\_

PERSON NOTIFIED \_\_\_\_\_ AMOUNT OF HOURS OFF \_\_\_\_\_

REASON \_\_\_\_\_

REPLACED BY \_\_\_\_\_ O.T. \_\_\_\_\_ HRS. / S.T. \_\_\_\_\_ HRS.

COMMENTS \_\_\_\_\_

ABSENT \_\_\_\_ TARDY \_\_\_\_ LEFT EARLY \_\_\_\_ \_\_\_\_\_  
(SUPERVISOR)

-----FOR OFFICE USE ONLY-----	
HUMAN RESOURCE DEPT.	_____
SCHEDULING DEPT.	_____
EXCUSED _____	UNEXCUSED _____

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