



Azusa Pacific University - Absence Report

Refer to Employee Handbook for guidelines

Use ONE form per pay period

APU ID#: [] NAME: [] DEPARTMENT: []

Table with columns: DATE (S), # OF HOURS. Rows include: PERSONAL DAY, VACATION DAY, FLOATING HOLIDAY, SICK DAY, SICK-MEDICAL LEAVE, SICK-FAMILY CARE LEAVE, JURY DUTY, RIDE SHARE, DEATH (Immediate family), FUNERAL (Close relative), LEAVE WITHOUT PAY, SPIRITUAL MENTORING.

Note: Please have vacations, personal leaves, and any leave without pay approved by your supervisor prior to time off. All Absence Reports should be sent to the Payroll Department with your corresponding time card. Exempt status employees are also required to complete Absence Reports.

REQUIRED SIGNATURES:

Employee _____

Date _____

Supervisor _____

Date _____