

### DAILY ABSENTEEISM RECORD

#### INSTRUCTIONS

*Immediate supervisor will complete this form when an employee is absent from duty for any reason. It will be used for Emergency Annual Leave, Sick Leave, AWOL and LWOP. Form is to be filled out at time request is made, kept in Time and Attendance Schedule Folder, and later filed by the timekeeper. (BE SURE THIS INFORMATION IS RECORDED ON THE WORK SCHEDULE).*

EMPLOYEE CALLING	DATE	HOUR	SCHEDULED DATE OF DUTY	TYPE OF LEAVE	NO. HOURS
LEAVE BEGINNING	LEAVE ENDING	EMPLOYEE REQUESTED TO CALL EVERY DAY <input type="checkbox"/> YES <input type="checkbox"/> NO	EMPLOYEE REQUESTED TO BRING M.D. CERTIFICATE <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE EMPLOYEE IS EXPECTED TO RETURN TO DUTY	

REASON INDIVIDUAL STATES FOR ABSENTEEISM

SIGNATURE OF SUPERVISOR TAKING MESSAGE

REMARKS (Supervisor's reply to employee, etc.)

**AF IMT 2581, 19740301, V2**

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SIGNATURE OF SUPERVISOR TAKING MESSAGE

REMARKS (Supervisor's reply to employee, etc.)

**AF IMT 2581, 19740301, V1**

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).