

**HORRY-GEORGETOWN TECHNICAL COLLEGE
ABSENTEE REPORT**

This form is to be submitted only when a Leave Request Form has not been completed prior to the absence. It must be completed each day that the employee is absent and submitted to the Human Resources Department.

Employee: _____ Date: _____

Social Security Number: _____

Department: _____

Expected Hours Out: _____

Absence from work today is for the following reason (check one):

_____ Sick Leave

_____ Unknown

_____ Sick Leave (Family)

_____ Other _____

Relationship _____

(Indicate Type)

_____ Annual Leave

Remarks:

Submitted by: _____

Immediate Supervisor or AVP/VP or Admin. Assistant
(Only one of the above should submit this form to HR)

Received by: _____ / _____

Human Resources

Date