



## HORRY COUNTY ABSENTEE REPORT

NAME \_\_\_\_\_ EMPLOYEE # \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

DATE(S) OF ABSENCE	TOTAL HOURS ABSENT	REASON

ABSENCE IS: (check one)     WITH PAY                       WITHOUT PAY

DATE	IN	LUNCH OUT	LUNCH IN	OUT	REASON

DATE \_\_\_\_\_

EMPLOYEE \_\_\_\_\_

DEPARTMENT HEAD \_\_\_\_\_