

Ball State University

Individual Absence Report

Faculty/Professional Personnel
Exempt Staff Personnel

For period _____ 16, 20 _____ through _____ 15, 20 _____
(month) (month)

Instructions: Fill in this absence report and submit to your department head on the 15th of each month, covering your **absences** from the 16th of the preceding month through the 15th of the current month.

I have had no variations this period unless noted below.

Exact dates of absence (list each working day by date):

Reason (indicate sick leave, vacation, or specific other reason):

I certify the above record is true and correct.

employee's signature

date