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| Home | Saudi Global Ports |

# Daily Absence Report

## Employee Information

Employee Name: Click here to enter text.

Employee Number: Click here to enter text.

Department: Click here to enter text.

Manager: Click here to enter text.

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| --- |
| Type of Absence Requested: |
| Vacation Leave  Sick Leave  Unauthorized Absenteeism  Date of Absence: Click here to enter a date. | |
| Reason for Absence: |
|  |

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## HR Manager Approval

|  |  |  |
| --- | --- | --- |
|  |  | Approved |
|  |  | Rejected |

|  |  |
| --- | --- |
| Comments: | |
| Click here to enter text. | |
|  |  |
| HR Manager Signature | Date |