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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 [x]  Unauthorized AbsenteeismDate of Absence: Click here to enter a date. |
| Reason for Absence: |
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## HR Manager Approval

|  |  |  |
| --- | --- | --- |
|  | [ ]  | Approved |
|  | [ ]  | Rejected |

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