

Work-Related Absence/Tardy

Please note that all excuses will be verified with a Company Official

Apprentice Name: (Printed)		Instructor Name: (Printed)	
Date of Absence:		Date of Tardy: (Include Hours Worked)	
Each Absence And Tardy Should Be Listed On Separate Forms			
Company Name:		Job Site Location:	
Foreman Name: (Printed)		Foreman Phone #:	
Foreman Signature:			
This form MUST be signed by an owner, a foreman, or a supervisor			

Apprentices must take this form to their employer to be completed and returned to our office no later than 7 business days from the absence.
If writing is not legible, an excuse will not be given.

