Absence/Tardy/FMLA Log

Name:	Employee#:	Classification:

☐ Permanent ☐ Probationary: If probationary, when did employee start?

School:	Cafeteria Phone#:
Cafeteria Manager:	Area Food Service Supervisor:

Has the employee previously received any of the following:

☐ Incident Record Date(s)_____ ☐ Conference Memo Date(s)_____

☐ Letter of Reprimand Date(s) _____ ☐ NOUS Date(s) _____

☐ No (to all)   *If document(s) exist, attach copies of the document(s) to this log.

Is the employee AWOA? ☐No ☐Yes, since _____   Is the employee AWOL? ☐No ☐Yes, since _____
  (5-19 absences)   (20+ absences)

Is the employee on FMLA?   ☐No   ☐Yes, since _____

Was the employee given FMLA paperwork electronically?   ☐No   ☐Yes   What date? _____

*Send a copy of the FMLA notice to the HR Food Services Division.   Write Y for Yes and N for No Below

Date(s) From	Date(s) To	Minutes	Day(s)	Reason	Called In	Unscheduled/ Unexcused	PN/ KC	FMLA
Total Min(s)/Day(s)								

Note: An *unscheduled absence* is defined as any unprotected absence that was *not* requested and *not* approved in advance prior to the first date of the absence. An *unexcused* absence is defined as a requested unprotected absence that was previously denied due to operational needs; or if an employee fails to submit required supporting documentation when requested.

*Please be advised continued incidents of absences and/or tardies may result in the issuance of disciplinary action up to and including dismissal.

Employee Comments:

_____

_____

I have reviewed the above log.

_____   _____

Employee's Signature   Date

_____   _____

Manager's Signature   Date

Absence/Tardy/FMLA Log (Continued)

| Name: | | | | | | | | | Employee#: | |

Date(s) From	To	Minutes	Day(s)	Reason	Called In	Unscheduled/ Unexcused		PN/ KC	FMLA
Total Min(s)/Day(s)									