

## EMPLOYEE LATE AND EARLY QUIT REPORT

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Employee's Name

Date

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Employee's Employment Location

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Time to Report or Quit

Actual Report or Quit Time

Reason for Tardiness or Early Quit:

- ☐ Dental Appointment
- ☐ Medical Appointment
- ☐ Other Appointment

- ☐ Commute/Weather
- ☐ Personal Matter

Explanation (as required):

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Payroll Action Taken:

- ☐ Deduct Pay
- ☐ Make Up Time
- ☐ None
- ☐ Other

Disciplinary Action Taken: ☐ Yes ☐ No

Explanation:

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Supervisor

Date

