

**Instructions for Completion:** Employee complete and deliver to Supervisor. Supervisors execute and deliver original to the Administration Office.

**Bourbonnais Township Park District  
ATTENDANCE TRACKER**

**DATE SUBMITTED:** \_\_\_\_\_ **EMPLOYEE'S NAME:** \_\_\_\_\_

**# OF WORKING DAYS ABSENT:** \_\_\_\_\_

**DATE(S) ABSENT:** \_\_\_\_\_  
(If days are not in same month, please use another form)

**REASON FOR ABSENCE:**

(Check those boxes that apply & indicate # of days for each, as applicable)

- Vacation \_\_\_\_\_     Personal \_\_\_\_\_     Jury Duty \_\_\_\_\_     Sick \_\_\_\_\_
- Holiday \_\_\_\_\_     Leave of Absence for: \_\_\_\_\_
- Other \_\_\_\_\_

**EXPLANATION (If Necessary):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**EMPLOYEE'S SIGNATURE**

**ABSENCE CONSIDERED BY SUPERVISOR AS:**

\_\_\_\_\_ **Excused (May be Paid or not based upon accrued benefits of employee)**

\_\_\_\_\_ **Unexcused (Absence without Pay)**

**DATED:** \_\_\_\_\_  
\_\_\_\_\_  
**SUPERVISOR'S SIGNATURE**

**For Office Use ONLY:**

**Date Posted to Employee Benefit Report:** \_\_\_\_\_