

# Absenteeism Form

Name

---

Date(s) of Absence

---

Ministry Department/Group

---

**Check Appropriate Service:**

Sun – 8:30     Sun – 11:00     Wednesday     Saturday     Other

**Reason:**

---

---

---

---

Name of Replacement/Substitute

---

**Please Note:**

- FitKids & Helps Ministry workers are asked to find their own replacement - must be another qualified Ministry Worker from your Department
- Please submit this form to your Department Leader
- *Please use a separate form for each Area of Ministry*

Signature

---

Date

---