

# Retail Floor Staff Absence and Presence Report

Date: \_\_\_\_\_  
Store Location: \_\_\_\_\_  
Shift: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

## Staff Presence

#	Staff Name	Position	Arrived	Departed	Remarks
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

## Staff Absence

#	Staff Name	Position	Reason for Absence	Notification Given	Remarks
1	_____	_____	_____	Yes / No	_____
2	_____	_____	_____	Yes / No	_____

## Notes / Incidents

\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date