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| --- |
| Month & Year      |
| **Date** | **Time** | **Caller** | **Rec’d by** | **Reason** | **Message** |
|       |       | [ ]  AM[ ]  PM |       |       | [ ]  FML [ ]  Vacation [ ]  Sick |       |
|       |       | [ ]  AM[ ]  PM |       |       | [ ]  FML [ ]  Vacation [ ]  Sick |       |
|       |       | [ ]  AM[ ]  PM |       |       | [ ]  FML [ ]  Vacation [ ]  Sick |       |
|       |       | [ ]  AM[ ]  PM |       |       | [ ]  FML [ ]  Vacation [ ]  Sick |       |
|       |       | [ ]  AM[ ]  PM |       |       | [ ]  FML [ ]  Vacation [ ]  Sick |       |
|       |       | [ ]  AM[ ]  PM |       |       | [ ]  FML [ ]  Vacation [ ]  Sick |       |
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|       |       | [ ]  AM[ ]  PM |       |       | [ ]  FML [ ]  Vacation [ ]  Sick |       |