

HANDOUT

What's Your Excuse?

There are many reasons workers are absent or tardy. Sometimes being absent or late is unavoidable. Read the following list. Place a check mark in the "A" column if that reason causes you to be absent frequently. Check "L" if it makes you late and "B" if that reason causes you to be both late and absent on different occasions. If you aren't currently employed, check those reasons you were late or absent from a former job or school.

Reason	Absent A	Late L	Both B
Overslept			
Missed the bus			
Personal illness			
Alarm didn't ring			
Children were sick			
Car didn't start			
Couldn't find a babysitter			
Someone borrowed the car			
Wanted to sleep in			
Didn't feel like going			
Family problems			
Wanted to do other things			
Weather was bad			
Forgot the work schedule			
No clean clothes			
Hangover			
Took a trip instead			
Needed a day off			

As you look over this list, be aware of what you need to do to reduce your personal absence and tardiness from work.