

# MISSING/LOST BADGE FORM

EMPLOYEE NAME \_\_\_\_\_ DATE \_\_\_\_\_

TIME IN \_\_\_\_\_ SUPERVISOR INITIAL \_\_\_\_\_

MEAL TIME: OUT \_\_\_\_\_ /IN \_\_\_\_\_ SUPERVISOR INITIAL \_\_\_\_\_

TIME OUT \_\_\_\_\_ SUPERVISOR INITIAL \_\_\_\_\_

**\*NOTE: YOU MUST HAVE THE SUPERVISOR INITIAL THE FORM AND VERIFY YOUR ARRIVAL TIME AND DEPARTURE TIME WHEN IT OCCURS, NOT AT THE END OF YOUR SHIFT. SLIP MUST BE TURNED IN THAT**