

Appendix A

## What's Your Reason?

There are many reasons why workers are absent or tardy. Sometimes being absent or late is unavoidable. Read the following list. Place a checkmark in the "A" column if that reason **has caused you** to be absent frequently. Check "L" if it has made you late and "B" if that reason caused you to be both late and absent on different occasions.

<b>Reason</b>	<b>Absent A</b>	<b>Late L</b>	<b>Both B</b>
Overslept			
Missed the bus			
Personal illness			
Alarm didn't ring			
Family members were sick			
Car didn't start			
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			
Took a trip instead			
Needed a day off			