

Resident's Absence Form

Name ----- Unit Number-----

Phone Number While Away ----- Email Address-----

Destination Address -----

Departure Date ----- Probable Return Date -----

My Buddy is ----- Alternate Buddy -----

Do you wish to have your mail held at Kendal or forwarded? -----

D Please forward my monthly bill. (Bills are mailed on the 25th of each month.)

D My lights are on a timer.

NOTE!!

Based on your away activities and their level of risk for COVID, you are asked to determine if you need a self-monitored quarantine for 4 days. You may arrange for a COVID-19 antigen test on day 4 after your return. Until you receive a negative test result, you will not be able to eat in dining rooms or come into the community building to pick up meals. so please arrange to have your meals delivered. Meal orders must be made by 3:00pm each day.

You will receive a meal credit only if this form is submitted before your departure and if your departure and return dates are 2 weeks or more apart.

It is important for you to notify the receptionist of your ACTUAL return date as soon as possible.

Don't forget to make arrangements for your newspaper!

Resident's signature ----- Date -----

~~Office Use Only~~

~~D~~ Absence Recorded, Date entered ----- Receptionist's initials ----- Date returned -----

The Resident's Absence Form, is commonly known as the Away Form. This form should be given to the receptionist after completion.