Alt Valley
Empowering Communities

STAFF ABSENCE RECORD

MANAGER'S PLEASE NOTE: STAFF CONTRACTS SPECIFY NO MORE THAN 5 DAYS PAID SICK IN ANY ONE ROLLING YEAR. THIS REFRESHES 12 MONTHS AFTER THE DAY 5'S ABSENCE.

EMPLOYEE NAME:	
JOB TITLE:	

DATES OF ABSENCE	NUMBER OF DAYS OFF	REASON FOR ABSENCE	CONTACTED/WHO/WHEN/HOW

ABSENCE CODES:
S=SICKNESS, A/A=AUTHORISED ABSENCE, U/A=UNAUTHORISED ABSENCE. IF OTHER PLEASE SPECIFY.