

Record days missed and time lost the same way for everybody, factually, without the sheet reaching any conclusion about it.

A factual record of days missed and time lost, kept the same way for everybody.

This records what happened and nothing else. It sets no trigger point, applies no policy and reaches no conclusion — those belong to your own procedures and, in most countries, to rules about how health information may be held. Entitlements, rates, records you must keep and how long you must keep them differ by country and often by sector. This sheet states none of them and is not employment advice — check what applies where you are.

Period

[illegible]

Reviewed on