Absence and Lateness Record

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.

A RECORD, NOT A PROCEDURE

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.

Name _____ Team or site _____ Period _____

Date	Type	Full or part day	Hours lost	Notified by, and when	Reason given	Return-to-work conversation held on	Recorded by
	sick / late						

Total days lost in this period _____ Total hours _____ Reviewed on _____

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