

Employee Absence Record

Name: _____ Date: _____

Department: _____ Employee ID: _____

First day off	Last day off	Days (or hours) absence	Reason for absence (<i>use codes below</i>)	RTW interview completed	Manager's signature

Notes to managers:

- RTW = return-to-work
- Ensure RTW interview date is recorded for sickness absence
- Also include the exact days of the week the employee was away from work, e.g. Monday dd/mm/yr
- Add full details of reason(s) for sickness absence (in addition to using the codes); not vague descriptions
- For Sickness, indicate if Self certified (SS) or Uncertified (US)or Medically certified (MS)

Use the following codes:

1. Accident elsewhere	ACO
2. Accident at work	ACW
3. Absent on business	BUS
4. Death in family	DIF
5. Discipline	DIS
6. Education and training	EDU
7. Excused absence	EXC
8. Time off for family emergencies	FAM
9. Funeral attendance	FRL
10. Jury duty	JUR
11. Leave of absence	LEA
12. Days off in Lieu	LIEU
13. Maternity/Paternity/Adoption leave	MAT
14. Medical or dental appointment	MDA
15. Time off for public duties (<i>please specify</i>)	PUB
16. Employee representative duties	REP
17. Reserve forces duty	RES
18. Personal Sickness	SIC
19. Sickness in Family	SIF
20. Transport and vehicles	TRA
21. Trade union duties	TUD
22. Unknown reason for Absence	UNK
23. Unauthorised Absence	UNA
24. Weather	WEA