

Absence report

For a day or days already missed. About two minutes. Planning time off? Use the time-off request instead.

Questions marked * need an answer.

1. Who is filling this in? *

- ☐ Me, the employee ☐ Their manager ☐ Someone else

2. Your name and relationship to the employee *

Only if "Who is filling this in?" is not Me, the employee.

3. Employee's name *

4. Department or team *

5. First day of absence *

Date

6. Last day of absence *

Not back yet? Give the last day you expect to be off.

Date

7. Were these full days?

- ☐ Yes ☐ No

8. Hours missed

Only if "Were these full days?" is No.

9. Type of absence *

- ☐ Sick ☐ Family emergency or caring for a dependant
☐ Bereavement ☐ Jury service or court
☐ Other

10. The employee's relationship to the person who died *

Only if "Type of absence" is Bereavement.

- | | | |
|---|-----------------------------------|--------------------------------------|
| ☐ Spouse or partner | ☐ Child | ☐ Parent |
| ☐ Brother or sister | ☐ Grandparent | ☐ Other relative |
| ☐ Other | | |

11. Was it caused by an accident or condition at work? *

Only if "Type of absence" is Sick.

- ☐ Yes ☐ No

12. Anything your manager should know

Optional. You do not need to give medical details.

13. Did you tell your manager on the day? *

- ☐ Yes ☐ No

14. Who did you tell, and when?

Only if "Did you tell your manager on the day?" is Yes.

15. What stopped you reporting it on the day?

Only if "Did you tell your manager on the day?" is No.

16. Supporting document

Only if "Type of absence" is Sick or Jury service or court.

A fit note or medical certificate for a longer sickness, or the court letter for jury service.

Attach this separately and write what you attached below.

17. Is there anything that would help you return?

For example a change of hours or duties for a while.

18. Declaration *

☐ The details above are correct.

19. Signature

Signature

Date