Employee Absence Record Form

| Employee Absence record Form | | | | | |
|------------------------------|--------------|--------------------------|-----------------------|--------------------------|------------------------|
| Employee Name: | | | Department: | | |
| Absent From | Absent To | Number of Days off | Reason for Absence | RTW* Interview Completed | Manager's Signature |
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- Notes to managers: RTW = Return to Work.
- Ensure RTW date is recorded.
- When completing dates of absence, also include the exact days of the week the employee was away from work, e.g. Monday dd/mm/yy Wednesday dd/mm/yy.
- Make sure full details for reason of absence are recorded; not vague descriptions.

