Sickness Record Card 201x

Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| Date absence started | Date returned to work | Number of days | Reason  (if stated) | Were notification procedures followed? | Manager’s initials | Employee’s initials |
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Total number of days of absence during 201x: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_