

# Have Absent Employee Explain in Writing

When an employee is absent, the supervisor should not delay finding out why. Maybe the reason is good, maybe not. Whatever the cause, the absence should not go unnoticed. The employee needs to know he or she was missed after every absence.

Many companies have a rule that supervisors discuss any absence immediately upon the employee's return to work. This face-to-face discussion alone can help deter unnecessary absences. Some employers use a form similar to the one below which can help facilitate the process. However, employers should avoid bureaucratic systems which unduly burden supervisors or "penalize" good employees who occasionally miss work.

When used appropriately and consistently—particularly with employees who have attendance problems—the form may simplify the task of monitoring employee attendance. The employee ought to get the message that management really cares about attendance. Further, the form establishes a written record which may be useful in the future. More importantly, having the employee complete the form keeps accountability for the absence with the employee.

Requiring a doctor's slip in every case of illness can be a waste of time and money. But finding out the name of the employee's doctor or other pertinent information may save time if follow-up becomes necessary.

## Employee Work Absence Report

Employee Name \_\_\_\_\_ Department \_\_\_\_\_

I certify my absence from work on [date(s)] \_\_\_\_\_ to \_\_\_\_\_ was necessary and required for the reason(s) stated below:

---

---

---

If reason was illness, my doctor's name is \_\_\_\_\_ Phone \_\_\_\_\_

I WAS \_\_\_ or WAS NOT \_\_\_ examined or treated by my doctor during this absence.

If hospitalized, give hospital name and date admitted: \_\_\_\_\_

If attending a funeral or called to jury duty please explain details such as relationship to deceased, date and place of funeral or where you reported for jury duty and when released. Attach copies of related paperwork, e.g. obituary notice, funeral program, jury duty summons, etc.:

---

---

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** A false statement is dishonest and may be cause for discipline including termination.