

# Certificate of Absence



## Section A (Completed by Finance & Admin Manager on the first day of absence)

<b>Staff Name:</b>	
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<b>First date of absence from work:</b>		<b>Why you were off work:</b>			
		<b>Sick</b> 	<b>Carers Leave</b> 	<b>Emergency Leave</b> 	<b>Bereavement</b> 
<b>If you left work early, what time did you finish?</b>					

## Section B (Completed on return to work by Staff member)

<b>Total number of days Absence:</b>	<b>Date returned to work:</b>
<b>Why you were off work?:</b>	

Please do not state 'ill or sick' – please give as much information as possible.

**Declaration** I declare that the above information is correct. I understand that if I deliberately give any wrong information it could result in disciplinary action.

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Line Manager's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_