Company Personnel Manual

Absence from Work Record

Month:		Year:
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Name	Date of A bs	Date of Re tu	Duration		Type of Absence (See key below)	Recorded by: Name:	Sign	Date
			Time Days					
	en	rn						
	ce							
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Key:				<u> </u>				
C = Care for Dependants	s, S = Due to	Sickness, PA	R = Paren	tal Leave,	PAT = Paternity Lea	ve, U = Unauthorised, M = Mat	ernity Leave	1