

HUMAN RESOURCES (PAYROLL)

RETURN OF ABSENCES OF MONTHLY PAID STAFF FOR THE MONTH

OF.....

The following staff in my school/unit were absent from work due to sickness last month:

Surname	Initials	First date of Absence	Last date of Absence	Total days absent

Authorised School/Unit:.....

Name and job title..... Date:

.....
(in capitals)

- ◆ Please compile this return as at the first working day of each month and send it to Human Resources (Payroll), Sussex House, to arrive by the 5th of the month
- ◆ All sickness absence should be included, stating the first working day and the last working date off.
- ◆ Approved absence on compassionate grounds with pay and normal holidays with pay need not be included.
- ◆ All staff (including faculty) in your school/unit should be included in this return.
- ◆ Where staff have not returned by the last day of the month, please state this.
- ◆ For one day absences, just show the date under the "first date of absence".