THE UNIVERSITY OF SUSSEX

HUMAN RESOURCES (PAYROLL)

Reference No:

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 or unpaid leave last month:

Surname	**Initials**	**First date of Absence**	**Last date of Absence**	**Total days absent**	**Reason for Absence (sick or unpaid leave)**	**✓ if suspected Swine Flu**

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 and unpaid leave 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".