INDIVIDUAL ABSENCE AND LATENESS RECORD

Name: _____ Payroll/Employee No: _____

Late Arrival	- L	Authorised Absence	- A
Public Holiday	- P	Unauthorised Absence	- U
Holidays (Annual)	- H	Certified Sickness	- CS
Maternity Leave	- ML	Uncertified Sickness	- US
Parental Leave	- PL	Pregnancy Related Absence	- PRA
Emergency Leave	- EL	Disability Related Absence	- DRA
Dependents/Carers Leave	- DL		
Time off in Lieu	- TIL		

Year 20__/20__

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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