Employee Absence Checklist

33% of employers have caught employees playing hooky via social media. And 37% of employees have worked while sick so they could use a sick day when they were healthy.

It's up to you to get your employees in order. This checklist will help you create clear rules for employee absences.

✔ Use this checklist to help update your employee handbook, or make copies once you complete it to give to your employees.

Employees are allotted _____# of vacation days a year.

On _____ # of these vacation days employees will receive _____% of their pay.

Employees are allotted _____ # of sick days a year.

On _____ # of these sick days employees will receive _____% of their pay.

Employees must/do not need to provide a doctor's note for sick days.

Employees who work less than ____# hours a day must use a full vacation/sick day.

Employees who work less than ____# hours a day must use a half vacation/sick day.

Employees must/do not need try to find someone to cover for their shift at least _____ # hours before the shift starts if they are going to be absent.

THE HARTFORD SMALLBIZ AHEAD