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.

Sources:
Mental Health America | ncsl.org | familyvaluesatwork.org.