

# Individual absence and lateness record sheet

	Week no.	Late or absent						
		S	M	T	W	T	F	S
Name	1							
	2							
Employee/clock no.....	3							
	4							
Department.....	5							
	6							
Shift crew.....	7							
	8							
Agreed qualifying days (tick)	9							
	10							
S M T W T F S Date	11							
	12							
	13							
	14							
	15							
Maximum SSP liability	16							
Days	17							
Money £ £ £	18							
	19							
Issue SSP1(T) (Transfer form) alter.	20							
Days	21							
Money £ £ £	22							
	52							
Total								

Key:

- |                             |   |                                    |     |
|-----------------------------|---|------------------------------------|-----|
| Unauthorised absence.....   | U | Uncertified sickness.....          | U/S |
| Authorised absence.....     | A | Self-certified sickness .....      | S/S |
| Lateness (no. of mins)..... | L | Medically certified sickness ..... | M/S |
| Holidays .....              | H | Maternity/Paternity leave.....     | M/P |

Week no.	Late or absent							SSP due in week/month	SSP running total	Remarks
	S	M	T	W	T	F	S			
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
50										
51										
52										
Total										

Waiting days ..... W      Excluded\* .....E  
 Non-qualifying days ..... N      Sickness in doubt or late notification\* .....X  
 Transferred ..... T      \* give reasons in remarks column