



Section A – Employee and Shift Details to be filled in by Shift Supervisor / Rota Team when a staff member rings to notify absence that is not sickness and is because of their dependants needs.

NAME OF EMPLOYEE WHO IS ABSENT:

Please fill in the details of the shift that the member of staff can't fulfil.

DATE OF SHIFT:	SHIFT TIMES:	DUTY:
DATE OF SHIFT:	SHIFT TIMES:	DUTY:
DATE OF SHIFT:	SHIFT TIMES:	DUTY:
DATE OF SHIFT:	SHIFT TIMES:	DUTY:
DATE OF SHIFT:	SHIFT TIMES:	DUTY:

DETAILS OF ABSENCE:

Please fill in the reason given by the member of staff for absence

NAME OF EMPLOYEE RECEIVING THE NOTIFICATION:

DATE & TIME : _____

SIGNATURE: _____

Section B – Employee Declaration

DETAILS OF TIME OFF FOR DEPENDANTS:

Please say briefly why you were unable to attend work

Employee's signature:

Date:

Employee Number:

Section C – Line Manager

As Line Manager I confirm the dates of absence as notified above

Name:

Signature (Manager):

Date:

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PERSONNEL DATABASE UPDATED