

# Notice of 3 Consecutive Days of Absence

**Directions:** If an employee is out for 3 consecutive days of absence for sick leave, the supervisor is required to report the absence to HR immediately.

Employee Name:

First date of absence:

Date of return to work:  
(if known)

Under doctor's care  
(if known)

YES

NO

Knowledge of or reason of absence (voluntarily provided by employee):

Supervisor Signature:

Date: