

Today's Date	For Office Use Only	
	Payroll Period Beginning:	Ending:

SICK LEAVE FORM

1. Request for sick pay must be submitted before the employee will receive compensation.
2. Form must be submitted to supervisor upon return to work.
3. Your supervisor will approve or deny the request and submit to HR.
4. A doctor's explanation may be required before the approval is given at supervisor's discretion.

Employee Name:		Employee Signature	
Date/s of Illness:			
Total Number of Hours :			
Dr. Excuse requested ☐		Dr. Excuse attached ☐	
APPROVED ☐ DENIED ☐ REASON:			
Supervisor:		Date:	