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SICK LEAVE LOG

EMPLOYEE	EMPLOYEE ID	YEAR	ACCRUAL RATE	ANNUAL CAP / CARRYOVER

Date	Type	Reason / notes	Accrued (h)	Used (h)	Balance (h)	Doc.
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐

Opening balance (h)	
Accrued this year	
Used this year	
Current balance	

Type: S sick (self) · F family care · M medical appointment · P preventive care · O other covered reason · A accrual · C carryover · X adjustment. Doc. = documentation on file (only where policy or law allows it to be requested).