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TEAM SICK LEAVE ROSTER

TEAM / DEPARTMENT | MANAGER | YEAR | POLICY (HOURS/YEAR, ACCRUAL)

Employee	Entitle.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Used	Left	Flag
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Team hours used

Hours used per month. Flag = balance below 8 hours or pattern worth a conversation. Keep individual logs for the detail; this sheet is the overview.