

Employee Absence Tracker

Organization: _____ Period: _____

Employee	Absence type	Start date	End date	Working days	Paid?	Notes
Alex Morgan	Sick	2026-07-06	2026-07-07	2	Yes	
Sam Rivera	Unpaid	2026-07-13	2026-07-13	1	No	
Total working days						

One row per unplanned absence. Working days count weekdays between the dates automatically. Use it for sickness and other unplanned time off, separate from the planned-leave planner.