Staff Attendance Form Sample with Sick Leave Tracking

This **staff attendance form sample** efficiently tracks employee presence and integrates sick leave monitoring, ensuring accurate record-keeping. It simplifies the process of managing attendance while promoting transparency and accountability within the organization. Use this form to streamline workforce management and maintain comprehensive attendance data.

Employee Information

Employee Name	Employee ID	Department	Position

Attendance Record

Date	Status	Time In	Time Out	Remarks (e.g., Sick Leave, Late, Early Leave)
	Present ▼	HH:MM	HH:MM	
	Present ▼	HH:MM	HH:MM	

Sick Leave Tracker

Total Sick Leave Allocated	Sick Leave Taken	Sick Leave Remaining
e.g., 12 days	e.g., 3 days	e.g., 9 days

Note: Please ensure all attendance records are updated daily. For sick leave, attach necessary supporting documents as per company policy.