

Sample

ESB ESOL for Work Level 1 Section 4 Writing [at Entry 3]
Self -Certificate of absence through sickness.

Complete the following form. Complete part 2 in sentences. The details can be imaginary.

Form HR 142_ Self -Certificate of absence through sickness.

Ashton's Paper Mills Ltd.

If you take time off because of sickness, the company must keep a record.
For 5 days or less, use this form [HR 142] to record your absence and the reason. For longer periods, you need a doctor's certificate.
Please hand in the form within 3 days of your return to work.

Part 1 Employee details

Surname

Forename[s]

Employee number

Job title

Date absence started

Date of return to work

Part 2 Please give details of the medical problem.

What did you suffer from?

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How does this problem affect your work?

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What treatment has been given or been arranged?

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Signature..... Date.....