

Sick Leave Tracker

Track sickness absence, self-certifications, and return to work for your team.

HOW TO USE

1. Enter your business name and year at the top of the Sick Leave Tracker sheet.
2. Add each absence as a new row. Blue cells are your inputs.
3. Enter the absence start date and the date the employee returned to work.
4. Calendar days and working days absent calculate automatically.
5. If working days absent exceeds 7, the GP Note Required column shows Yes automatically.
6. Use the Reason Category dropdown to categorise each absence.
7. Mark whether a self-certification and return to work interview have been completed.

CLEARING THE SAMPLE DATA

The blue cells contain example data. Select them and press Delete to start your own. The white calculated cells update automatically.

REMOVING THE FOOTER CREDIT

A small OpenSheets credit prints in the page footer. You are welcome to keep it or remove it from Page Layout, Page Setup, Header/Footer.

NOTES

Blue cells are your inputs. White cells are calculated. Sheet protection is on. To unprotect, use Review, Unprotect Sheet (no password).

Free template from

[OpenSheets.co.uk](https://www.opensheets.co.uk)

Professional spreadsheet templates for UK small businesses.

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aligned.tax

MTD for Income Tax bridging and compliance for sole traders and landlords.

Sick Leave Tracker

Business Name: Your Business Name

Year: 2026

Add your logo here

TOTAL ABSENCES	WORKING DAYS LOST	SELF-CERTS SUBMITTED	YEAR
20	62	14	2026

Employee Name	Department	Absence From	Return to Work	Calendar Day	Working Day	Reason Category	If-Cert Submitted	Note Required	W Interview Done	Notes
James Harper	Sales	06/01/2025	09/01/2025	3	3	Short-term illness	Yes	No	Yes	
Priya Patel	Finance	20/01/2025	23/01/2025	3	3	Short-term illness	Yes	No	Yes	
Tom Griffiths	Operations	03/02/2025	04/02/2025	1	1	Short-term illness	No	No	N/A	
Sarah Okafor	HR	10/02/2025	14/02/2025	4	4	Mental health	Yes	No	Yes	
Daniel Chen	IT	17/02/2025	19/02/2025	2	2	Hospital appointment	No	No	Yes	
Lucy Whitmore	Marketing	03/03/2025	14/03/2025	11	9	Short-term illness	Yes	Yes	Yes	
Ravi Singh	Sales	10/03/2025	11/03/2025	1	1	Short-term illness	Yes	No	N/A	
Amelia Brown	Finance	24/03/2025	26/03/2025	2	2	Caring responsibilities	No	No	Yes	
Mark Evans	Operations	07/04/2025	08/04/2025	1	1	Short-term illness	Yes	No	N/A	
Jasmine Clarke	IT	22/04/2025	25/04/2025	3	3	Mental health	Yes	No	Yes	
Oliver Hussain	HR	06/05/2025	07/05/2025	1	1	Short-term illness	No	No	N/A	
Fatima Al-Amin	Marketing	12/05/2025	16/05/2025	4	4	Hospital appointment	No	No	Yes	
George Lawson	Sales	02/06/2025	04/06/2025	2	2	Short-term illness	Yes	No	Yes	
Chloe Stephens	Finance	16/06/2025	17/06/2025	1	1	Short-term illness	Yes	No	N/A	
Ben Okonkwo	Operations	07/07/2025	11/07/2025	4	4	Caring responsibilities	Yes	No	Yes	
Hannah Reid	IT	21/07/2025	22/07/2025	1	1	Short-term illness	Yes	No	N/A	
Nathan Fox	HR	04/08/2025	07/08/2025	3	3	Mental health	Yes	No	Yes	
Sophie Yates	Marketing	01/09/2025	02/09/2025	1	1	Short-term illness	No	No	N/A	
Callum Murray	Sales	15/09/2025	03/10/2025	18	14	Short-term illness	Yes	Yes	Yes	
Aisha Osei	Finance	06/10/2025	08/10/2025	2	2	Other	Yes	No	Yes	

TOTAL 68 62

Records: 20 absences, 62 working days lost