

Employee Attendance Sheet

Human resources · Weekly

Week details

Business name

Week (date range)

Person responsible

Key (A absent, L leave, S sick leave)

Daily attendance

Full name	Mon	Tue	Wed	Thu	Fri	Sat	Sun

End-of-week check

Question	Yes	No	Initials	Notes
Do all names match the team on the plan?	☐	☐		
Are leave days approved?	☐	☐		
Was lateness recorded?	☐	☐		
Was the sheet checked for blank cells?	☐	☐		

Explanation

Signature

Responsible person's signature

Authorised signature

Date

This form is a checklist for training purposes. It does not change your municipal, food registration, or occupational health obligations. Confirm local requirements in writing.