Organisation name Site or unit		REGISTER Sickness absence and turnover register	
Document ID	WRK-REG-002	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Register · WRK-REG-002 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 2E.7

1. Purpose

One line per absence or leaving, recorded by month, team and reason category.

2. How to complete

- Enter each absence on the day it is notified, and each leaver on the day they leave.
- Use the reason categories only.
- Review monthly.

3. Record fields

Month	Team	Staff ID	Type (absence or leaver)	Reason category	Days lost	Notes

4. Evidence

Reference	Note
E-009	ASF Expert Committee consensus.

5. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

No e-learning course is linked to this document yet.

Planned course: New course planned.

6. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

Download this document as PDF