



Ballymacool House, Ballymacool, Letterkenny, Co. Donegal, F92 YY01
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Charity No. CHY 16580 Company No. 352126

Non-Attendance (CE Scheme)

- NOTE: This form must be completed and returned to DCIL promptly in the event of any of the following:-
 - Annual leave – 14 days notice required.
 - Sick Leave – Doctor's Certificate required from day 1 and must accompany form.
 - Special leave – e.g. Funerals, weddings, etc.

ALL ABSENCE OF STAFF TO BE RECORDED

- **P.A. AND LEADER HAVE TO AGREE ON ANNUAL AND SPECIAL LEAVE**

PA Name _____

Address _____

Leader's Name _____

ABSENT FROM: Date: _____	TO: _____	RETURN TO WORK: Date: _____
Number of days / Hrs requested: _____		
Reason(s) for non-attendance: Annual leave [] Sick Leave [] *Special Leave []		
*Provide Details _____		

Signed _____ (PA) Date _____

Signed _____ (Leader) Date _____

OFFICIAL USE ONLY	
Received on:	Doctor's Cert enclosed Yes: ___ No: ___
Replacement Name: (If required)	Leave granted: Yes ___ No ___
Comments:	
Signed _____ Date _____ <i>Staff Member DCIL</i>	
Signed _____ Date _____ Development Worker	

Data Protection: Donegal Centre for Independent Living takes your privacy seriously. We take every reasonable measure and precaution to protect and secure your personal data and will retain your details for only as long as necessary. Please see our Privacy Notice on www.donegalcil.com.