



WCCCA
Washington County Consolidated Communications Agency
SICK LEAVE CALL-IN QUESTIONNAIRE

Date/Time: _____

Who reported the absence?

Employee _____

Someone else: _____

Who completed this form: _____

Example of a conversation the Supervisor might want to have with person calling:

Employee: "Hi, I'm calling in sick today."

Supervisor: "I am sorry to hear that. Before you hang-up, I have a few questions I need to ask you."

#1: Are you already on approved FAMILY LEAVE status for the same reason?

____ Yes ____ No

#2: Who is sick? (please check/write appropriate answer):

____ Self

____ Family Member (*spouse, child, sibling, parent, parent-in-law, grandparent, grandchild, or "other"*)

(If EE is out due to child illness, direct EE to complete Sick Child Leave Notification Form on next work day)

Relationship to employee: _____

____ Other

#3: Have you seen a doctor?

____ Yes ____ No

#4: How many work days do you anticipate being absent? _____

(if EE is not sure if they will be out again, remind EE they must call out for any subsequent absences)

Comments

