

Calling in Sick:
L2

"Hello?"

"Hi Mr. _____ / Mrs. _____."

This is _____. I am sorry, but I am feeling sick today.

I can't come to work."

Calling in Sick:
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"Hi, this is _____, can I speak with _____?"

"This is her. How are you?"

"I'm not feeling well, I don't think I'll make it in today."

"Sorry to hear that. Thanks for letting me know. Maybe I'll see you back tomorrow?"

"I hope so. Thanks for understanding."

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If you need to call in sick, here is what to do and say:

- Call your workplace.
- Ask to speak with your supervisor. *"Can I speak to _____?"*
- Identify yourself so the person knows who you are: *"This is _____."*
- Let them know that you are sick, don't go into a lot of detail. *"I am feeling really sick today."*
- Apologize that you will need to miss work: *"I am sorry to inconvenience you, but I cannot come in to work."*
- Wait for their questions or response.
- Be sure to say *"Thank you"* and *"Goodbye."*