

# Return to Work Form

<b>Name</b>	
<b>Department</b>	

This Form must be completed after any period of absence other than holiday.  
 Employees must complete **ALL** questions marked in **bold type**.

**Date(s) of absence**

<b>First date of absence:</b>	
<b>Last Date of absence:</b>	
<b>Return to work date:</b>	
<b>Total number of working days absent:</b>	

**Contacting the company**

		<b>Verified by Management</b>
<b>Did you contact the company at the commencement of your absence?</b>		
<b>Who did you speak to?</b>		
<b>What time did you contact the company?</b>		

**Reason for absence?**

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<b>Did the employee properly notify the employer of his/her absence?</b>	<b>Yes</b>	<b>No</b>
<b>Did the employee consult his/her GP?</b>	<b>Yes</b>	<b>No</b>
<b>Did the employee indicate that factors at work may have caused or contributed to the absence?</b>	<b>Yes</b>	<b>No</b>

<b>If so, please explain:</b>
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<b>If so, what action is to be taken to support the employee?</b>
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<b>Is this absence part of an overall pattern?</b>	<b>Yes</b>	<b>No</b>
<b>If so, please explain:</b>		
<b>Does the employee have any type of disability?</b>	<b>Yes</b>	<b>No</b>
<b>Any further comments from the manager:</b>		

<b>Employee Signature:</b>	<b>Date:</b>
<b>Manager's Signature:</b>	<b>Date:</b>

**For Office Use Only**

<b>Number of authorised absence days this year:</b>	<b>Number of unauthorised absence days this year:</b>
<b>Is further investigation necessary?</b>	<b>Did employee follow the correct absence procedure?</b>