Supporting Attendance Toolkit SA02: Sickness Absence Reporting & Contact Form (Version: 1.0)

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Section 1	Sickness Absence Reporting & Contact Form

Version Number	Effective Date	Details of Last Revision
1.0	21 June 2021	

Section 1: Sickness Absence Reporting & Contact Form

This form can be used to create a record of the contact from/to an employee during their absence

<table>
<tr><td colspan="3">SA02 - SICKNESS ABSENCE REPORTING & CONTACT FORM</td></tr>
<tr><td colspan="3">Section 1. Employee Details</td></tr>
<tr><td>Name:</td><td colspan="2"></td></tr>
<tr><td>Contact No:</td><td colspan="2"></td></tr>
<tr><td>Employee No:</td><td colspan="2"></td></tr>
<tr><td>Service/Unit:</td><td colspan="2"></td></tr>
<tr><td colspan="3">Section 2. Absence Details for iTrent</td></tr>
<tr><td>Absence Start Date:</td><td>Expected End Date: (if known)</td><td></td></tr>
<tr><td>Reason for Absence:</td><td colspan="2"></td></tr>
<tr><td>Is the absence work related? (record on iTrent using UDF, unless work related stress)</td><td>Yes ☐ (if the reason is work related stress, steps should be taken to address issue immediately)</td><td>No ☐</td></tr>
<tr><td>Is your absence due to an accident/incident at work? (record on iTrent as Work Related until such times that any investigation deems it an Industrial Injury)</td><td>Yes ☐ (date and details of accident/incident must be obtained and recorded on CIRIS if appropriate)</td><td>No ☐</td></tr>
<tr><td colspan="3">Section 3. Other Relevant Information</td></tr>
<tr><td>1</td><td colspan="2">Any other information on reason for absence?</td></tr>
<tr><td>4</td><td>Have you seen/arranged to see a doctor?</td><td>Yes ☐ (If seen what advice was given?)   No ☐</td></tr>
<tr><td>8</td><td>Do you have any meetings arranged that have to be covered?</td><td>Yes ☐ (details)   No ☐</td></tr>
<tr><td>9</td><td>Any outstanding work/deadlines to meet?</td><td>Yes ☐ (details)   No ☐</td></tr>
<tr><td colspan="2">Did Employee make contact directly?</td><td>Yes ☐   No ☐   Who made contact?</td></tr>
<tr><td colspan="2">If no, what reason was given for the absent employee not contacting directly? (this should only happen in exceptional circumstances</td><td></td></tr>
<tr><td colspan="2">Person Receiving Notification (This should be the line manager where possible):</td><td>Name: Job Title:</td></tr>
</table>

If Line Manager did not take call, they should call the employee back to obtain any missing information and discuss early support measures if appropriate.			
Date/Time of:	1st Attempt	2nd Attempt	
Name of Line Manager:		**Date Completed:**	

Section 4. Further Notification Details (this should be completed where absence exceeds 3 days)			
Contact made by employee on 4th Day of absence	Yes ☐	No ☐	n/a ☐
Date:		Contact made by:	
Provide details of any update from employee: (If the reason for the absence has changed this must be recorded on iTrent)			
Provide details of any action required at this stage: (i.e. early support measures)			
Contact made by employee on 7th Day of absence	Yes ☐	No ☐	n/a ☐
Date:		Contact made by:	
Provide details of any update from employee: (If the reason for the absence has changed this must be recorded on iTrent)			
Provide details of any action required at this stage: (i.e. early support measures)			
Is employee intending to return to work on their next available workday?	Yes ☐	No ☐ (Employee must be advised that a "fit note" is required to be submitted as absence will be more than 7 calendar days)	
Additional Contact Record	e.g. Dates/Updates from employee		