SICKNESS ABSENCE REPORTING PROFORMA

- To be completed in all cases by the recipient of a call where a member of staff is unable to attend work due to sickness absence

- **All** sections must be completed

Name of Member of Staff

……………………………………………………………

Name of Person calling department

……………………………………………………………

Date and First Day of Sickness Absence

……………………………………………………………………

Time Call received

……………………………………………………………

Normal Start time

……………………………………………………………

Reason for absence/ symptoms? (NB. Manager to record on ESR/ Roster Pro)

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Is the employee stating the absence is work related? (NB Datix Report to be completed)

If so record basic details
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Likely duration of absence?
………………………………………………………………..…………………………………

Is employee going to GP other health professional? If so when/ details?
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Anticipated date of return if known?
………………………………………………………………………………………
(NB If absence is likely to last more than 7 days (including weekends) advise member of staff of the requirement to submit a fit note from day 8.)

Manager to raise through discussion with Employee whether tailored adjustment can be made to avoid the need for absence (where appropriate).

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Consider Health and Wellbeing Support/ Sign Posting to be given by Manager.
Record what advised?

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Agree when and with whom the next contact, will be made and
date…………………….......

Name of Manager/Supervisor taking message
……………………………………………………

Signature of Manager/Supervisor …………………………… 　　　**Date**
………………...…..