

Self-Certification/Return to Work discussion record

This form should be completed by employee and forwarded to manager. A return to work discussion will be held as soon as possible following the employee's return to work following every period of sickness absence. For periods of sickness absence of 8 days or longer, a Fit Note must also be obtained. On completion of this document Manager is to upload document to employees HR-ER record, Attendance section, and enter as a stage in the case management module of Your HR

1 Record of absence. To be completed by the employee.

Employee Name

Assignment Number

Job Title

Team

First Date of Sickness

 AM/PM

Last Date of Sickness

 AM/PM

Working Days Absent

Working Hours Lost

Reason for Absence

Is absence due to a work related injury/ activity/ incident?

☐ Yes ☐ No

If YES, enter details onto the Accident Recording System.

2 Record of Return to Work Discussion. To be completed by the manager in line with the Sickness Absence Management Procedure.

Have any of the following indicators been reached?

☐ 3 episodes or more in the last 6 months ☐ 5 episodes or more in the last 12 months ☐ 10 days or more in the last 12 months

Details of Return to Work Discussion, and any agreed actions, should be noted below.

If YES to any indicators, refer to Sickness Absence Management Procedure.

Signed by Employee

Date

Signed by Manager

Date

- Record the absence on Your HR, People Manager and enter as a stage in the case management module.
- Upload this document (and any Fit Note/s) to the employees HR –ER record, Attendance section.