

RETURN TO WORK FORM

SUMMARY	
Employee Name:	Department:
File Number:	Date:

EMPLOYEE DETAILS	
This form must be completed after any period of absence, other than holiday, to cover all periods of sickness in the calendar year.	
Job Title:	
Employee Number:	
Contact Number:	
Manager:	

DAYS OF ABSENCE	
This section is to be completed by your manager with you.	
First Date of Absence:	
Date Returned to Work:	
Total Number of Working Days Absent:	
Reason for Absence (please specify the nature of your illness/symptoms):	

CONTACTING THE COMPANY	
Did you properly notify the employer of your absence?	
Who did you speak to?	

PREVIOUS SICKNESS ABSENCE	
If applicable, this section is to be completed by your manager.	
Previous Absences (List each separate occasion, with number of days and reason):	
Total number of days absent in the last 6 months:	
Total number of days absent in the last 12 months:	
Are you aware of the absence reporting procedures?	

Return To Work Template

Xiaolong Qi



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