**Notification of Absence Form**

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| **Part 1 – Initial Contact**  |
| Employee name |  |
| Initial details of absence taken by |  |
| Date and time of call |  |
| Details and reasons for reported absence  |  |
| Employee informed that ward Manager/SCN/Line Manager will call back same day if appropriateYes/No |  |
| **Part 2 –To be completed by Ward Manager/SCN/Line Manager** |
| Reason for Absence |  |
| How long is absence likely to last |  |
| Details of any GP appointments |  |
| Date agreed when employee is to contact manager with an update on illness and return to work  |  |
| Employee informed Return to Work interview will be conducted on return to work |  |
| Dates of previous absence in 12 month rolling period | Number of DaysNumber of episodes |
| Attendance management policy trigger ReachedYes / No |  |
| HR advice sought?Yes/No |  |
| Current live disciplinary warning on file | Yes / NoDates |
| Absence Reason Code recorded on SSTS |  |
| **Part 3 – Follow up contact****To be completed by Ward Manager /SCN/Line Manager** |
| Date |  | DetailHow long is absence likely to continueGP Appointment?Agreed date of next contact by employee to line manager |  |
| Date |  | DetailHow long is absence likely to continueGP Appointment?Agreed date of next contact by employee to line manager |  |