**Notification of Absence Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 appropriate  Yes/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 Days  Number of episodes | |
| Attendance management policy trigger Reached  Yes / No | | |  | |
| HR advice sought?  Yes/No | | |  | |
| Current live disciplinary warning on file | | | Yes / No  Dates | |
| Absence Reason Code recorded on SSTS | | |  | |
| **Part 3 – Follow up contact**  **To be completed by Ward Manager /SCN/Line Manager** | | | | |
| Date |  | Detail  How long is absence likely to continue  GP Appointment?  Agreed date of next contact by employee to line manager | |  |
| Date |  | Detail  How long is absence likely to continue  GP Appointment?  Agreed date of next contact by employee to line manager | |  |