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| Return to Work Form **StrConfiden** |
| Guidance |
| You should complete section 1 of this form if you have been absent for 4 or more calendar days and send it via email to your Line Manager. Your Line Manager should complete Section 2 and upload to People and Money. |
| Section 1: Self-Certification (to be completed by employee) |

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| Employee Name: | |  | | | |
| Job Title: | |  | | | |
| 1st Day of Absence (dd/mm/yyyy): | |  | | | |
| Date Returned to Work (dd/mm/yyyy): | |  | | | |
| Number of working days absent: | |  | | | |
| Number of calendar days absent: | |  | | | |
| State briefly why you were unfit for work (specify nature of illness or injury. Words like “illness” or “unwell” are not enough): | | | | | |
| I reported my absence to: | | | | | |
| Date absence reported (dd/mm/yyyy): | | | | | |
| Print Name: | | | Date (dd/mm/yyyy): | | |
| **Section 2: Return To Work Discussion** **(to be completed by manager)** | | | | | |
| Manager’s Name: | |  | | | |
| Date of return to work discussion (dd/mm/yyyy): |  | | | | |
| Has the necessary medical certification been presented? (e.g., where required, a fit note/s) | Yes | | | | No |
| Summary of discussion ([see section 7.2 of the Absence Management Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance)): | | | | | |
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| Any other comments or issues raised, and any further action agreed ([see section 7.3 of the Absence Management Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance)): | | | | | |
| Is an Occupational Health referral required?\* | | | | Yes/No: | |
| \*If yes to the above, confirm date the referral was/will be made: | | | | Date (dd/mm/yyyy): | |
| Has one or more of the University’s review points been reached as a result of this absence? ([see section 8 of the Absence Management Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance)) | | | | Yes/No: | |
| **Section 3: Sign off** | | | | | |
| Print name (Employee): | | | | Date (dd/mm/yyyy): | |
| Print name (Manager): | | | | Date (dd/mm/yyyy): | |