



Tudor Grange Academies Trust

Management of Sickness Absence Policy and Procedure

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1. Introduction

- 1.1 This policy sets out the procedures of the Tudor Grange Academy Trust ("the Trust") for reporting sickness absence and for the management of sickness absence in a fair, reasonable and consistent manner.
- 1.2 Sickness absence can vary from short intermittent periods of ill-health to a continuous period of long-term absence and have a number of different causes (for example, injuries, recurring conditions, or a serious illness requiring lengthy treatment).
- 1.3 The Trust wish to ensure that the reasons for sickness absence are understood in each case and investigated where necessary. In addition, where needed and reasonably practicable, measures will be taken by the Trust to assist those who have been absent by reason of sickness to return to work.
- 1.4 This policy does not form part of the contract of employment of any Trust employee and it may be amended at any time following consultation with the recognised unions. The Trust may also vary the procedures set out in this policy, including any time limits, as appropriate in any case.
- 1.5 As part of the application of this policy, the Trust will collect, process and store personal data and special categories of data in accordance with its data protection policy. The Trust will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time, in relation to how the Trust collects, holds and shares special category personal data. Records will be kept in accordance with the Trust's Retention and Destruction Policy and in line with the requirements of Data Protection Legislation.

2. Scope and purpose

- 2.1 This policy has been agreed in consultation with the recognised trade unions and covers all employees of the Trust at all levels and grades regardless of status except those employees who are in their probationary period. This policy does not apply to contractors, consultants, agency workers or any self-employed individuals working for the Trust.
- 2.2 The purpose of the policy is to ensure that employees of the Trust understand the expectations of the Trust in terms of attendance at work. In applying this policy, The Trust aim to ensure that attendance is managed appropriately and consistently and that employees receive relevant support.

3. Definitions

- 3.1 Short-term sickness absence - any absence that lasts between half a day and 28 days.
- 3.2 Long term sickness absence - any absence that lasts for a continuous period longer than 28 calendar days.

4. Disabilities

- 4.1 The Trust are aware that sickness absence may result from a disability. At each stage of the sickness absence meetings procedure (set out in paragraph 15 of this policy), particular consideration will be given to whether there are reasonable adjustments that could be made to the requirements of a job or other aspects of working arrangements that will provide support at work and/or assist a return to work.
- 4.2 If employees consider that they are affected by a disability or any medical condition which affects their ability to undertake their work, they should inform their line manager.

5. Sickness absence reporting procedure

- 5.1 All employees are required to follow the reporting procedure set out below.
- 5.2 If an employee is taken ill or injured while at work, they should report this to their line manager. Managers should contact the Principal to make arrangements for anyone who is unwell to be accompanied home and / or to receive medical treatment where necessary.
- 5.3 If an employee cannot attend work because they are ill or injured, they should follow the school's reporting procedure. This will involve notifying as early as possible and no later than 7.30 am. The following details should be provided:
 - 5.3.1 The nature of their illness or injury.
 - 5.3.2 The expected length of their absence from work.
 - 5.3.3 Contact details
 - 5.3.4 Any outstanding or urgent work that requires attention, including information in relation to student work that needs covering.
- 5.4 Contacting by text message or email is not acceptable.
- 5.5 Managers should ensure that:
 - 5.5.1 Any sickness absence that is notified to them is recorded.
 - 5.5.2 Arrangements are made, where necessary, to cover work and to inform colleagues (while maintaining confidentiality).
- 5.6 If an employee does not report for work and does not make contact then this will be treated as an emergency situation.
- 5.7 The employee should expect to be contacted during their absence by their manager, Cover Manager or the Principal, who will want to enquire after the employee's health and be advised, if possible, as to the employee's expected return date.
- 5.8 To ensure the Trust are doing all they are able to in order to support pregnant employees, a pregnant employee will be asked to attend a return-to-work interview when returning to work after any period of absence. However, any sickness absence by a pregnant employee for a pregnancy-related reason will not be taken into account when checking if the need for formal action under the Trust's sickness absence management procedure has been triggered.

6. Evidence of incapacity

- 6.1 For sickness absence of between four and seven calendar days the employee must complete a self-certification form which is available from the school office.
- 6.2 For absence of more than a week the employee must obtain a certificate from an eligible healthcare professional (a 'Statement of Fitness for Work') stating that they are not fit for work and the reason(s) why. This should be forwarded to their line manager as soon as possible. If the employee's absence continues, further medical certificates must be provided to cover the whole period of absence.
- 6.3 If the employee's healthcare professional provides a certificate stating that the employee 'may be fit for work' the employee should inform their line manager immediately. The Trust will discuss with the employee any additional measures that may be needed to facilitate the employee's return to work, taking account of the employee's healthcare professional's advice. This may take place at a return to work interview (see paragraph 10.1). If appropriate measures cannot be taken, the employee will remain on sick leave and the Trust will set a date to review the situation.
- 6.4 Where the Trust are concerned about the reason for absence, or frequent short-term absence, the Trust may require a medical certificate for each absence regardless of duration. In such circumstances, the Trust will cover any costs incurred in obtaining such medical certificates, for absences of a week or less, on production of a doctor's invoice.
- 6.5 Where an employee is absent immediately prior to a School closure period, if they are not within a self certification period, they will continue to be deemed as being absent for the purposes of recording sickness and statutory and/or contractual sick pay during the School closure period, unless they provide a fit note indicating they are fit to return to work. The cost of a fit note will be covered by the Trust if applicable.
- 6.6 If the employee is undergoing an elective or cosmetic surgery or procedure for which the employee will be absent from work, then any entitlement to Trust sick pay (as set out in paragraph 8) will be subject to receipt of satisfactory medical evidence. This medical evidence will need to be in the form of a report from the employee's doctor or a specialist confirming that the employee is undergoing the procedure on medical advice. The employee may be required to take annual leave for any absence related to a purely elective procedure.
- 6.7 Where absence appears to be as a result of an infectious disease the Trust reserves the right to obtain medical evidence to ascertain whether the infection was directly attributable to the workplace.

7. Unauthorised absence

- 7.1 Cases of unauthorised absence will be dealt with under the Trust's Disciplinary Procedure.
- 7.2 Absence that has not been notified according to the sickness absence reporting procedure will be treated as unauthorised absence.
- 7.3 If an employee does not report for work and has not contacted the school to explain the reason for the absence, the employee's line manager or the Principal will try to contact the employee by telephone and in writing if necessary. This should not be treated as a substitute for reporting sickness absence.

8. Sick pay

- 8.1 Employees should refer to their contract for details of the sick pay to which they are entitled.
- 8.2 Failure by an employee to properly report their absence or to provide medical or self-certification could lead to the employee's pay being suspended.

9. Keeping in contact during sickness absence

- 9.1 If the employee is absent on sick leave, the employee should expect to be contacted from time to time by their line manager in order to discuss the employee's wellbeing, expected length of continued absence from work and any of the employee's work that requires attention. Such contact is intended to provide reassurance and will be kept to a reasonable minimum. It is the joint responsibility of both the line manager and the employee to maintain contact.
- 9.2 If the employee has any concerns while absent on sick leave, whether about the reason for their absence or their ability to return to work, the employee should feel free to contact their line manager at any time.
- 9.3 The Trust offers access to confidential counselling and support, the programme is run by an organisation called Health Assured. This is a confidential facility that will provide information, expert advice and structured counselling by telephone 24 hours a day, 7 days a week. To use the confidential service, the employee can contact the freephone number 0800 028 0199.
- 9.4 Medical examinations
 - 9.4.1 The Trust may, at any time in operating this policy, ask the employee to attend a medical examination by the Trust's Occupational Health Department or by a doctor nominated by the Trust at the Trust's expense.
 - 9.4.2 The employee will be asked to agree that any report produced in connection with any such examination may be disclosed to the Trust and that the Trust may discuss the contents of the report with the Occupational Health (OH) advisers and the relevant doctor.
 - 9.4.3 Failure to agree to a reasonable request may result in decisions being made in the absence of any medical information. In some circumstances disciplinary action may be taken where the employee does not cooperate with the sickness absence process.
 - 9.4.4 In the event of a difference of opinion between an employee's GP or other healthcare professional and the Trust's occupational health advisors, regarding an employee's fitness for work, functional capacity or the existence of an underlying medical condition contributing towards persistent absences, the OH advisor's advice will normally take precedence. In some cases, an independent medical advisor may be asked to give a second opinion.
 - 9.4.5 This process is in line with the Trust's Workforce Privacy Notice which sets out how the Trust will gather, process and hold special category personal data of individuals during employment.

10. Return-to-work interviews

- 10.1 If the employee has been absent on sick leave for more than 1 day the Trust will arrange for the employee to have a return-to-work interview.
- 10.2 A return-to-work interview enables the Trust to confirm the details of the employee's absence. It also gives the employee the opportunity to raise any concerns or questions they may have, and to bring any relevant matters to the Trust's attention.
- 10.3 Where the employee's doctor has provided a certificate stating that the employee 'may be fit for work' the Trust will usually hold a return-to-work interview to discuss any additional measures that may be needed to facilitate the employee's return to work, taking account of the employee's healthcare professional's advice.

11. Returning to work from long-term sickness absence

- 11.1 The Trust are committed to helping employees return to work from long-term sickness absence. As part of the Trust's sickness absence meetings procedure (see section 13), the Trust will, where appropriate and possible, support returns to work by:
 - 11.1.1 Obtaining medical advice;
 - 11.1.2 Making reasonable adjustments to the workplace, working practices and working hours, including a time-limited phased return to work.

A phased return to work will often be a recommendation of an occupational health advisor or the employee's GP.

Employees will receive their full pay on the phased return. Phased returns to work should be for a maximum of 4 weeks. In the event an employee requests that the phased return is extended beyond 4 weeks, a dialogue should be held with the employee in regard to a temporary contractual change being made to their working hours to accommodate the request and their pay adjusted accordingly.
 - 11.1.3 Considering redeployment; and/or
 - 11.1.4 Agreeing a return to work programme with everyone affected. A return to work meeting must take place before the employee returns to work.
- 11.2 If the employee is unable to return to work in the longer term, the Trust will consider whether the employee is entitled to any benefits under their contract and/or any insurance schemes the Trust operate.

12. Medical Suspension

- 12.1 In certain circumstances, where it is felt that the employee is not fit to attend work, the Principal or an Executive Officer may suspend the employee on medical grounds. Any such suspension

will be on full normal pay. Suspension will be lifted, where appropriate, by the Executive only after advice has been sought from an Occupational Health Adviser and the Trust's HR advisers.

13. Terminal illness

- 13.1 Where an employee is suffering from a terminal illness, the Trust will endeavour as far as possible to accommodate their wishes and to provide additional support where feasible. This includes discussion of the possibility of ill-health retirement or facilitating conversations with the relevant pension scheme.
- 13.2 While the Trust will support employees who wish to continue working, employees with a terminal illness should bear in mind that there may come a time when they will be unable to continue working. In this case, the employee's line manager will discuss the options with the employee, with the support of HR. The Trust would not normally seek to dismiss an employee suffering from a terminal illness.
- 13.3 The employee's line manager will talk to the employee about whether to inform their colleagues, and if so, when and how to do so with the employee's permission.
- 13.4 The Trust provides an employee assistance programme / access to counselling services/access to a financial advice service to assist during this difficult time.

14. Sickness absence meetings procedure

- 14.1 The Trust may apply this procedure whenever the Trust consider it necessary, including, for example, if the employee:
 - 14.1.1 Has been absent due to illness on a number of occasions in line with the following triggers for action;
 - 7 working days in one term
 - 10 working days within 3 terms
 - 3 occasions of absence within one term
 - Or any other pattern that causes concern
 - 14.1.2 These triggers should be pro rata for part time employees and consideration should be given to adjusting triggers for employees with a disability. Pregnancy related absences should be discounted when calculating triggers;
 - 14.1.3 Has discussed matters at a return to work interview that require investigation; and/or
 - 14.1.4 Has been absent for more than 28 calendar days.
- 14.2 Unless it is impractical to do so, the Trust will give the employee five days written notice of the date, time and place of a sickness absence meeting. The Trust will put any concerns about the employee's sickness absence and the basis for those concerns in writing or otherwise advise why the meeting is being called. A reasonable opportunity for the employee to consider this information before a meeting will be provided.

- 14.3 The meeting will be conducted by the employee's line manager and will normally be attended by a member of HR. The employee may bring a companion with them to the meeting (see paragraph 15).
- 14.4 The employee must take all reasonable steps to attend a meeting. Failure to do so without good reason may be treated as misconduct. If the employee or their companion are unable to attend at the time specified the employee should immediately inform their line manager who will seek to agree an alternative time.
- 14.5 A meeting may be adjourned if the line manager is awaiting receipt of information, needs to gather any further information or give consideration to matters discussed at a previous meeting. The employee will be given a reasonable opportunity to consider any new information obtained before the meeting is reconvened.
- 14.6 Confirmation of any decision made at a meeting, the reasons for it, and of the right of appeal will be given to the employee in writing within five days of a sickness absence meeting (unless this time scale is not practicable, in which case it will be provided as soon as is practicable).
- 14.7 Formal warnings issued for sickness will remain live for a period of 12 months from the date of issue, during which time further absences beyond the review period would be dealt with either at the next stage of the procedure or by an extension of the current live warning. If further absences occur shortly after the end of the 12-month period (or any extended warning), the Trust reserves the right to deal with the matter at the same stage of the procedure and not return to earlier stage.
- 14.8 If, at any time, the employee's line manager considers that there is evidence that the employee has taken or is taking sickness absence when they are not unwell, the line manager may refer matters to be dealt with under the Trust's Disciplinary Procedure.

15. Right to be accompanied at meetings

- 15.1 The employee may bring a companion to any meeting or appeal meeting under this procedure.
- 15.2 The employee's companion may be either a trade union representative or a work colleague. The employee should provide their details to their line manager conducting the meeting, in good time before it takes place.
- 15.3 Employees are allowed reasonable time off from duties without loss of pay to act as a companion. However, they are not obliged to act as a companion and may decline a request if they so wish.
- 15.4 Some companions may not be allowed: for example, anyone who may have a conflict of interest, or whose presence may prejudice a meeting. Companions should not normally work at another site, unless no-one reasonably suitable is available at the site at which the employee works.
- 15.5 A companion may make representations, ask questions, and sum up the employee's position, but will not be allowed to answer questions on the employee's behalf. The employee may confer privately with their companion at any time during a meeting.

16. Stage 1: first sickness absence meeting

- 16.1 This will follow the procedure set out in paragraphs 14 and 15 on the arrangements for and right to be accompanied at sickness absence meetings.
- 16.2 The purposes of a first sickness absence meeting may include:
 - 16.2.1 Discussing the reasons for absence.
 - 16.2.2 Where the employee is on long-term sickness absence, determining how long the absence is likely to last.
 - 16.2.3 Where the employee has been absent on a number of occasions, determining the likelihood of further absences.
 - 16.2.4 Considering whether medical advice is required or, if already obtained, what that advice is.
 - 16.2.5 Considering what, if any, measures might improve the employee's health and/or attendance.
 - 16.2.6 Determining a way forward, action that will be taken and a time-scale for review, and/or a further meeting under the sickness absence procedure.
 - 16.2.7 Issuing a written warning that the employee's employment may be at risk if their attendance does not improve or they do not return to work.

17. Stage 2: further sickness absence meeting(s)

- 17.1 Depending on the matters discussed at the first stage of the sickness absence procedure, a further meeting or meetings may be necessary. Arrangements for meetings under the second stage of the sickness absence procedure will follow the procedure set out in paragraphs 14 and 15 on the arrangements for and right to be accompanied at sickness absence meetings.
- 17.2 The purposes of further meeting(s) may include:
 - 17.2.1 Discussing the reasons for and impact of the employee's ongoing absence(s).
 - 17.2.2 Where the employee is on long-term sickness absence, discussing how long the employee's absence is likely to last.
 - 17.2.3 Where the employee has been absent on a number of occasions, discussing the likelihood of further absences.
 - 17.2.4 If it has not been obtained, considering whether medical advice is required. If it has been obtained, considering the advice that has been given and whether further advice is required.
 - 17.2.5 Considering the employee's ability to return to / remain in their job in view both of the employee's capabilities and the needs of the School and any adjustments that can reasonably be made to the employee's job to enable the employee to do so.
 - 17.2.6 Considering possible redeployment opportunities and whether any adjustments can reasonably be made to assist in redeploying the employee.

- 17.2.7 Where the employee is able to return from long-term sick leave, whether to the employee's job or a redeployed job, agreeing a phased return to work programme.
- 17.2.8 If it is considered that the employee is unlikely to be able to return to work from long-term absence, whether there are any benefits for which the employee should be considered.
- 17.2.9 Determining a way forward, action that will be taken and a time-scale for review and/or a further meeting(s). This may, depending on steps we have already taken, include warning the employee that they are at risk of dismissal.
- 17.2.10 Issuing a final written warning that the employee's employment may be at risk if the employee's attendance does not improve or the employee does not return to work.

18. Stage 3: final sickness absence meeting

- 18.1 Where an employee has been warned that they are at risk of dismissal and the improvement has not been made, the Trust may invite the employee to a meeting under the third stage of the sickness absence procedure. Arrangements for this meeting will follow the procedure set out in paragraphs 14 and 15 on the arrangements for and right to be accompanied at sickness absence meetings. The employee will have the right to be accompanied by someone independent, either a work colleague or a trade union representative.
- 18.2 The purposes of the meeting will be:
 - 18.2.1 To review the meetings that have taken place, the matters that have been discussed and any warnings issued.
 - 18.2.2 Where the employee remains on long-term sickness absence, to consider whether there have been any changes since the last meeting under stage two of the procedure, either as regards the employee's possible return to work or opportunities for return or redeployment.
 - 18.2.3 To consider any further matters that the employee wishes to raise.
 - 18.2.4 To consider whether there is a reasonable likelihood of the employee returning to work or achieving the desired level of attendance in a reasonable time.
 - 18.2.5 To consider if ill health retirement is a possibility where medical advice is clear it is unlikely that the employee will be fit to return to their role in the near future.
 - 18.2.6 To consider the possible termination of the employee's employment.
 - 18.2.7 Termination will normally be with full notice or payment in lieu of notice.

19. Appeals

- 19.1 The employee may appeal against the outcome of stage 3 of this procedure and may bring a companion to an appeal meeting (see paragraph 15).

- 19.2 An appeal should be made in writing, stating the full grounds of appeal, to Jo Kemley, Executive Clerk to the Trust at jkemley@tgacademy.org.uk within ten days of the date on which the decision was sent to the employee.
- 19.3 Unless it is not practicable, the employee will be given five days written notice of an appeal meeting. In cases of dismissal the appeal will be held as soon as possible. Any new matters raised in an appeal may delay an appeal meeting if further investigation is required.
- 19.4 The employee will be provided with written details of any new information which comes to light before an appeal meeting. The employee will also be given a reasonable opportunity to consider this information before the meeting.
- 19.5 Where practicable, an appeal meeting will be conducted by a panel of individuals senior to the individual who conducted the sickness absence meeting. The panel would usually consist of the CEO or Director of Secondary / Primary Standards and a Governor or Trustee.
- 19.6 Depending on the grounds of appeal, an appeal meeting may be a complete rehearing of the matter or a review of the original decision.
- 19.7 Following an appeal, the original decision may be confirmed, revoked or replaced with a different decision. The final decision will be confirmed in writing, if possible, within five days of the appeal meeting. There will be no further right of appeal.
- 19.8 The date that any dismissal takes effect will not be delayed pending the outcome of an appeal. However, if the appeal is successful, the decision to dismiss will be revoked with no loss of continuity or pay.

20. Review of policy

This policy is reviewed biennially by the Trust in consultation with the recognised trade unions. The Trust will monitor the application and outcomes of this policy to ensure it is working effectively.

APPENDIX 1: Sickness Absence Meeting Record

This is the management record of a meeting held to be used at each absence management meeting. It is strictly confidential. It will be held on the employee's personnel file until such time as the employee's attendance is wholly satisfactory and for 12 months thereafter. The record may be accessed and referred to by those with authority to manage the informal and formal stages of the Policy and Procedure.

Employee	Date of Meeting
Length of Service	
Interviewing Manager	
Details of Sickness Absence	
Period of Absence	Number of days Absent
Reason(s) for Absence	
Is absence related to a known or possible disability under the Equality Act? Has there been consideration of whether the 'trigger point' relating to days absence should be extended, or if the sickness absence policy should otherwise be modified? No Yes if yes – details of medical evidence must be attached	
Details of Meeting	
Key Points discussed.	
Welcome and update, if necessary, on work events and changes	
Reasons for absence – underlying medical condition?	
The value of your contribution? The impact of absence on teaching and learning, service delivery and colleagues. How your work has been covered in your absence.	
Are you fully recovered and able to resume full duties? Yes No	

If your view is “no” then action plan must consider:

- Referral to Occupational Health (OH)
- Temporary adjustments which can reasonably be accommodated?

Action Plan

The objective is that attendance will be satisfactory to the employer. Is there anything we can do to improve your attendance, e.g. OH referral, counselling, a review of risk assessment, temporary or permanent reasonable adjustments to the workplace, working practices or working hours or training?

Is your absence in any way related to work?

Are you doing all you can to improve your attendance?

e.g. Act on medical advice, lifestyle choices, attention to work life balance, non-medical support
e.g. counselling.

Fit note required for any period of absence during the monitoring period?

Yes No

Review			
Attendance will be reviewed in			
1 month	2 months	3 months	Date of review:
Please note that further absence during this period may, depending on the circumstances, mean that the review is held under the next stage of the formal procedure if appropriate.			

Copy of Sickness Absence Policy and Procedure has been provided and process explained.	
Yes	Date:
Signature of Manager: Date:	
Signature of Employee: Date:	

APPENDIX 2



SICKNESS ABSENCE SELF CERTIFICATION AND RETURN TO WORK FORM

After every period of sickness absence, you must complete a “Self Certification and Return to Work” form so that:

- Your sick pay entitlements are calculated correctly
- You and your manager can agree your fitness to return to work
- We can record any absences due to injury or ill health at work

Full name	
Job title	
Date of first day of absence (include non-working days for support staff)	
Date of last day of absence (include non-working days for support staff)	
Previous sickness absences • Teachers' sickness entitlement runs from 1st Apr to 31st Mar • Support staff sickness entitlement is on a 12-month rolling basis	No. of days: No. of occasions:
Total of sickness absence	No. of days: No. of occasions:
Has absence reached a trigger point?	☐ Yes ☐ No If yes, please state: ☐ 7 working days in one term ☐ 10 working days within 3 terms ☐ 3 occasions of absence within one term ☐ Or any other pattern that causes concern
Absence Code ☐ - SIC chest, respiratory ☐ - SIC eye, ear, nose & mouth/dental & sinusitis ☐ - SIC genito-urinary	☐ - SIC musculo-skeletal (back and neck) ☐ - SIC neurological, headaches, migraines ☐ - SIC other musculo-skeletal problems

☐ - SIC heart, blood pressure ☐ - SIC illness ☐ - SIC infections ☐ - SIC mental health: not work related ☐ - SIC mental health: work related	☐ - SIC other not contained above ☐ - SIC phased return ☐ - SIC pregnancy related ☐ - SIC stomach, liver, kidney ☐ - SIC stress, depression, anxiety, mental health and fatigue ☐ - OTH Bereavement
Was the absence a result of an injury at work or a work related accident or illness? If yes, has an incident report been completed?	☐ Yes ☐ No If yes, has an incident report been completed? ☐ Yes ☐ No Please state date of incident report:
Has a self-certification form or GP's Fit Note been received?	☐ Yes ☐ No
Does the Fit Note contain details of any adjustments that may be required?	☐ Yes ☐ No
Is the employee fully fit to return to work?	☐ Yes ☐ No
<i>Please note that the advice indicated on the Fit Note is NOT binding on the employer.</i> <i>It is up to the employer, after discussing the Fit note with the employee, how to act on the doctor's advice.</i> <i>If the note indicates "may be fit for work" and the employer cannot make the necessary adjustments to assist the return, then they should use the fit note statement as if the doctor has advised "not fit for work"</i>	
Is the employee returning to work following a bereavement?	☐ Yes ☐ No If yes, have you signposted them to any confidential support available? (Details of which can be found here) ☐ Yes ☐ No
Equality Act: if the employee is covered by the Equality Act and this period of absence is directly related to their disability, please indicate here:	

Have managing attendance procedures been discussed?	☐ Yes ☐ No
Is the employee's attendance being managed under this process?	☐ Yes ☐ No ☐ Not applicable

Declaration and signatures

Employee

I confirm that this is a true and accurate statement.

Signature

Date

Line Manager

I confirm that I have spoken to this employee on his/her return to work and that the return to work procedure has been completed. The information provided is correct to the best of my knowledge and that supportive action has been taken where appropriate.

Signature

Name

Date

HR Administrator

RTW form has been received and details recorded on Bromcom.

Signature

Date.....