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| Employee Name  |  |
| Date |  | Time |  |
| Manager Name |  |
| 1. Nature of Illness – what is the exact nature or a broad indication of illness
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| 1. Anticipated length of absence – estimated
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| 1. GP/Specialists Appointment arranged? Date
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| 1. Details of urgent or outstanding work – present position
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| 1. Agree regularity of contact – when be updated on absence position. Explain to the employee that there is an expectation to have regular contact with them. Agree a timescale that is appropriate in line with the type of absence. i.e. cold/stomach bug every 1 / 2 days. Viral type absence – 4 / 5 days.
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| 1. Does the individual need to be referred to OHU – inform employee referral will be made

(Stress, depression, anxiety / back / muscular condition / Long term sickness likely) |
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| 1. Work related stress absence – offer employee the opportunity to meet to discuss the cause of the stress and to complete the stress questionnaire with you. Try to establish an early date to carry this out. Guidance on this process can be provided by HR.
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| 1. Enter absence on I-trent. Ensure that if long term sickness recorded if appropriate. OHU referral can be completed from I-trent.
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| 1. Discuss alternative roles / flexible working / home or agile working opportunities with the individual should their condition allow them to work differently.
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| Follow up call one – Revisit questions from first call to ensure up to date position |
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| Follow up call two |
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| Follow up call three |
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| Follow up call four |
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