

ABSENCE NOTIFICATION - PLEASE FILL CLEARLY
FOR COMPLETION BY MEMBER OF STAFF ON THEIR RETURN TO WORK

NAME PAYROLL NUMBER

BRANCH

FIRST DAY ABSENT FOR WORK/...../..... Half Day? am/ pm

LAST DAY ABSENT FOR WORK/...../..... Half Day? am/ pm

DATE RETURNED TO WORK/...../.....

REASON OF ABSENCE

.....

I confirm that the above details are correct.

Signature

Date

FOR COMPLETION BY LINE MANAGER:

Name

Signature

Date

(PLEASE PRINT PAGE 1 ONLY)

This information will be held on the HR database and used for the purposes of absence monitoring.

Notes

- Any member of staff who is absent from work must phone their Line Manager in person (or directly someone at Head Office) as soon as possible but not later than 9am on their first day of absence explaining the nature of their absence and when they expect to return to work.
- They should keep their Manager informed of progress throughout their absence.

ALL PERIODS OF ABSENCE LASTING HALF A DAY OR MORE MUST BE REPORTED.

Please send all completed forms to Beatrix/ Human Resources at Fulham.