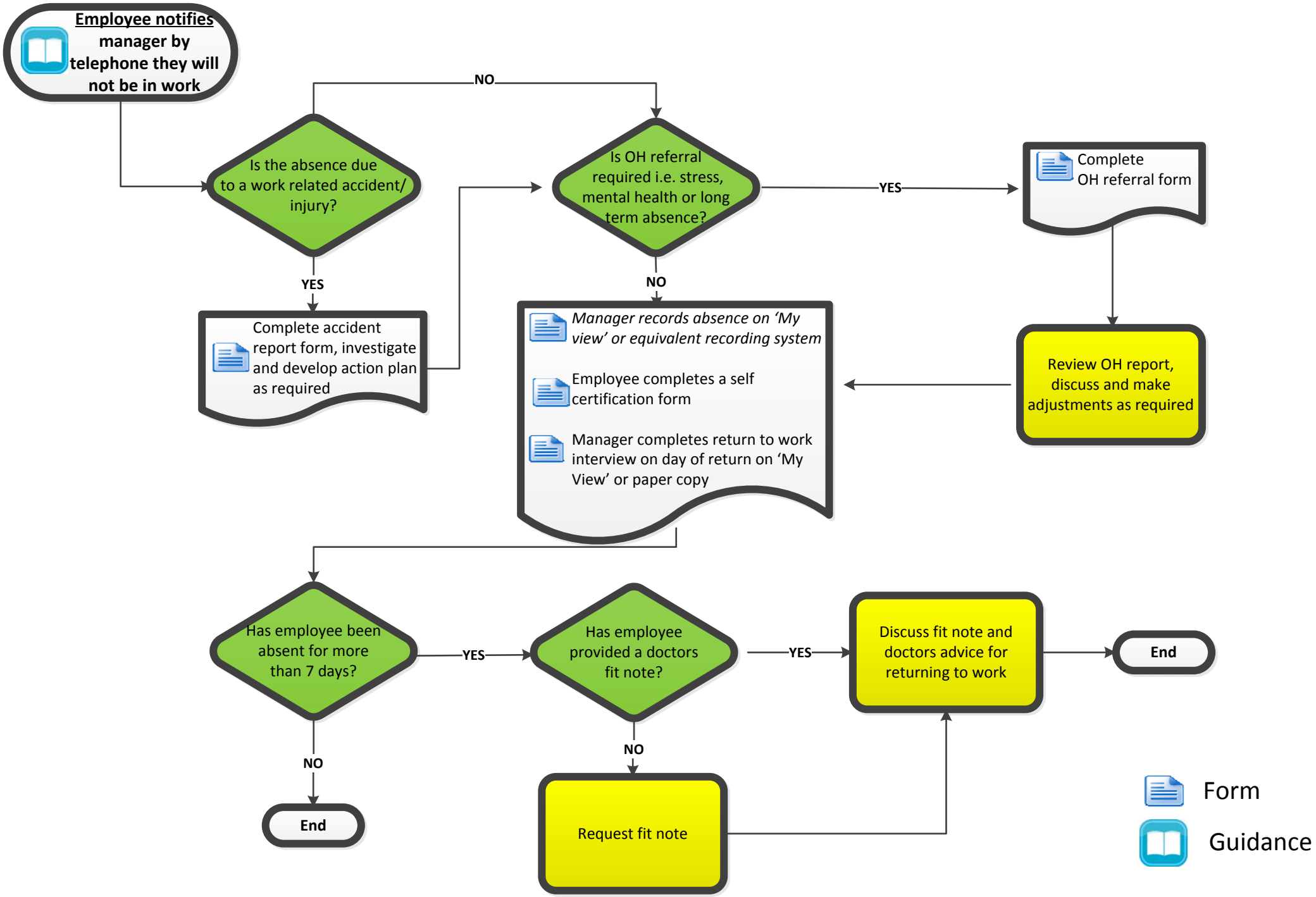
Employee notifies manager by telephone they will not be in work
Is the absence due to a work related accident/ injury?
NO
YES
Complete accident report form, investigate and develop action plan as required
Is OH referral required i.e. stress, mental health or long term absence?
YES
NO
Complete OH referral form
Review OH report, discuss and make adjustments as required
Manager records absence on 'My view' or equivalent recording system
Employee completes a self certification form
Manager completes return to work interview on day of return on 'My View' or paper copy
Has employee been absent for more than 7 days?
YES
NO
End
Has employee provided a doctors fit note?
YES
NO
Request fit note
Discuss fit note and doctors advice for returning to work
End
Form
Guidance