



Return to Work Form Template

Bray Matthews

Complete

Inspection score 100%	Failed items 0	Created actions 0
Name Bray Matthews		
Department Facility Maintenance		
Conducted on 📅 30th Mar, 2020 ⌚ 2:48 PM +08		
File Number 2020031		

Employee Details

This form must be completed after any period of absence, other than holiday, to cover all periods of sickness from the first to the seventh calendar day inclusive.	
Job Title	Building Maintenance Technician
Employee Number	14601
Department	Facility Maintenance
Contact Number	Unanswered
Name of Line Manager	Randy Simmons
Date of meeting	<input type="calendar"/> 30th Mar, 2020

Day/s of Absence (to be completed by your line manager with you)

First Date of Absence	<input type="calendar"/> 12th Mar, 2020 <input type="clock"/> 7:00 AM +08
Last Date of Absence	<input type="calendar"/> 27th Mar, 2020 <input type="clock"/> 6:00 PM +08
Date returned to Work	<input type="calendar"/> 30th Mar, 2020 <input type="clock"/> 12:00 AM +08
Total number of Working Days Absent	12
Reason for Absence (please specify the nature of your illness/symptoms)	Accidentally pulled my hamstring while helping lift computer equipment at the IT Office at the 3rd floor. It was categorized as Grade 1.

Contacting the company

Did you properly notify the employer of your absence?	Yes
Who did you speak to?	Randy Simmons
When did you contact the company?	<input type="calendar"/> 11th Mar, 2020 <input type="clock"/> 4:00 PM +08

Previous sickness absence (to be completed by your line manager if applicable)

Previous Absences - List each separate occasion, with number of days and reason.

June 15-16, 2019/2 days/ high fever

October 10, 2019/1 day/ sore eyes

December 9-10, 2019/2 days/flu

Total number of days absent in the last 6 months:

3 days

Total number of days absent in the last 12 months :

6 days

Are you aware of the absence reporting procedures?

Yes

Sign-Off

Action Plan (Agreed adjustments, Review dates and Comments)

March 30-April 3 - Assign trainee Christian Layfield to accompany him to every site visit and perform the tasks. Bray will act as a supervisor to Christian and shall be advised to not perform any repair tasks yet.

April 3 - will conduct a follow-up interview with Bray to ask him about the week

April 6- Bray can resume doing tasks, but only the ones advised by his therapist

April 10- will conduct another follow-up interview with Bray

Employee Signature



Bray Matthews

6th Apr, 2020 3:04 PM +08

Manager Signature



Randy Simmons

6th Apr, 2020 3:04 PM +08