



Return to Work Form Template

Bray Matthews

Complete

Score	100%	Flagged items	0	Actions	0
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Name

Bray Matthews

Department

Facility Maintenance

Conducted on

15.02.2023 08:32 PST

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

Name of Line Manager

Randy Simmons

Date of meeting

27.02.2023

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

First Date of Absence

13.02.2023 07:00 PST

Last Date of Absence

24.02.2023 18:00 PST

Date returned to Work

27.02.2023 00:00 PST

Total number of Working Days Absent

10

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

100%

Did you properly notify the employer of your absence?

Yes

Who did you speak to?

Randy Simmons

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

100%

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

June 15-16, 2021/2 days/ high fever
October 10, 2022/1 day/ sore eyes
December 9-10, 2022/2 days/flu

Total number of days absent in the last 6 months:

3 days

Total number of days absent in the last 12 months :

3 days

Are you aware of the absence reporting procedures?

Yes

Sign-Off

Action Plan (Agreed adjustments, Review dates and Comments)

Feb 27 -March 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.

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

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

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

Employee Signature



Bray Matthews
15.02.2023 08:42 PST

Manager Signature



Randy Simmons
15.02.2023 08:42 PST