|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Pay Number:** |  |
| **Department:** |  | **Date/Time Employee Reported unfit for work:** |  |

**Reminder Checklist for Managers**

|  |  |
| --- | --- |
| **Date** | **Action** |
|  | Notify EASY of absence on day one\* (e-referral on firstport or telephone 0800 542 3001) |
|  | Create and maintain a record of the staff member’s absence in their personal record |
|  | Record absence on SSTS – timeously to ensure staff paid appropriately |
|  | Ensure contact arrangements are agreed and maintain contact with employee throughout absence (dual responsibility) |
|  | Remind employee if Fit Notes are required - Advise staff that failure to submit timeously may result in withholding pay |
|  | Remind employee of reporting in procedure (if required) – Advise staff that failure to comply may result in withholding pay |
|  | Refer to SALUS as appropriate\*\* |
|  | Advise of supports available such as The Talking Rooms counselling service (0800 138 9150) <https://www.thetalkingrooms.com/self-referral/> |
|  | If staff member absent on long term sick (29+ days), make arrangements for them to be invited to a meeting with appropriate manager |
|  | If staff member’s absence continues with no date to return, or does not return as anticipated, liaise with designated HR contact for absence support\*\*\* |
|  | Notify EASY of the member of staff’s return to work |
|  | Conduct Return to Work Interview and complete form recording discussion (either [paper copy](https://workforce.nhs.scot/supporting-documents/form/attendance-policy-return-to-work-form/) or via EESS) |
|  | Provide copy of Reporting in Procedure for the Department were there has been failure to comply, ensure copy signed and retained in personal file |
|  | Arrange any follow up required e.g. review of any support measures, referral to OH, formal stage meeting  |

\*EASY referral should be made if the staff member is absence with a mental health related absence. Contact will be made by the EASY Service at day 1, 10, 20 and 30.

\*\* Salus Referrals should be made for any staff member who is absent for more than 29 calendar days and for whom there is no planned date of return. Earlier referrals should be made for any work related injury or for absences related to stress/anxiety/depression. Referral can also be made if OH guidance is required relating to any absence or absence pattern.

\*\*\* A list of HR contacts for attendance management support can be found within the Attendance Section of the HR page on Firstport.