



**Employee Relations Office,
 Human Resources Department**

Long-Term Sick Leave Absence – Regular Contact & Meeting Form

Employees Name:	
Personnel No:	
Line Manager:	

1. Dates on Which the Line Manager Made Contact with Employee & Progress

- It is important that regular contact is maintained with employees during extended periods of sick leave
- Line manager should seek information in relation to the employee's progress and expected date of return
- Line manager should keep employee up-to-date on workplace developments

1. Notes:

2. Discuss Advice of Occupational Health Department (where appropriate)

- Line manager and employee should discuss the advice from the Occupational Health Department/Employee Assistance Programme
- Explore options resulting from this advice regarding next steps
- Discuss phased in basis options/whether reasonable adjustments to the duties or the work environment are feasible/enable the employee to return to work

2. Notes:

Signature of Employee: _____

Signature of Line Manager: _____

Date: _____