

**Return to Work**  
**Absence Form**

**NOTE:** This form should be completed on your return to work following any period of sickness and handed to your Manager. If you are returning to work after a sickness absence of more than 7 days you should provide a Medical Certificate to your Immediate Supervisor.

Name:		Department:	
FROM		Date of Sickness (include non-working days)	TO
	Day/Date		Day/Date

**Details of Sickness or Injury**

-----

-----

Did you consult a Medical Practitioner? YES / NO. If YES, please give details of:  
Doctor's Name, Address, Date of Visit.

**Declaration**  
I certify that I am now fit to return to work.  
I acknowledge that false information will result in disciplinary action.  
I hereby give my employer permission to verify the above information.  
Signed: ..... Manager: .....

**Next Steps**  
Calculate Bradford Factor - This is a formula that we use to measure absence.  
The system works as follows:

- The formula  $S \times S \times D$  is used to calculate the absence points for an employee.
- S equals the number of spells of absence in the last 52 weeks.
- D equals the number of days absent in the last 52 weeks.

Calculate points \_\_\_\_\_  
Further meeting required to discuss absence (over 25 points) Y/N  
Meeting arranged Y/N

