# CFRS Grey Book

**Absence Management Documentation Checklist**

## Initial Employee Absence Assessment

|  |  |
| --- | --- |
| Employee Name |  |
| Line Manager |  |
| Station (& Station Manager) |  |
| Absence Start Date |  |
| Absence End Date (if known) |  |

## Stage:

*Please tick which is applicable:*

□ Wellbeing Support

□ Stage 1

□ Stage 2

□ Stage 3

Detail of absence:

Work related illness/injury

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Has an accident form been completed by the employee’s manager? |  |  |
| Has an investigation been carried out? |  |  |
| Has the manager sought advice from Occupational Health and HR? |  |  |
| Has the manager obtained a signed statement of events from the employee? |  |  |

## Checklist of Required Documentation:

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| **Gartan and HR Admin system updated with the absence?** |  |  |
| **Updated Contact Sheet**  |  |  |
| **Self-Certification filled in and uploaded to iTrent** |  |  |
| **Continued Fit Notes submitted to iTrent** |  |  |
| **Invite to Meetings:** |  |  |
| Support Meeting (sent to employee and to HR for filing) |  |  |
| Stage 1 (sent to employee and to HR for filing) |  |  |
| Stage 2 (sent to employee and to HR for filing) |  |  |
| Stage 3 (sent to employee and to HR for filing) |  |  |
| **Any notes taken by the manager throughout the meeting sent to HR for their file** |  |  |
| **Outcome Letters:** *written, posted, emailed*  |  |  |
| Support Meeting (sent to employee and to HR for filing) |  |  |
| Stage 1 (sent to employee and to HR for filing) |  |  |
| Stage 2 (sent to employee and to HR for filing) |  |  |
| Stage 3 (sent to employee and to HR for filing) |  |  |
| **Action Plan completed, sent to employee and sent to HR to be saved on personnel file** |  |  |
| **Occupational Health Referral** |  |  |
| **Return to work date entered onto iTrent** |  |  |
| **Return to work Interview form uploaded to iTrent** |  |  |