# Keeping in touch record

This is to be used by the line manager to record their discussion with an employee who is on long-term sickness absence. For more information about manager’s responsibilities for employees off due to long-term sickness visit: https://www.york.ac.uk/admin/hr/policies/leave-and-absence/sickness-and-ill-health/guidance/#long-term

**Section 1 – Absence details**

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| --- | --- |
| **Employee name:** |  |
| **Start date of absence:** |  |
| **Reason for absence:** |  |
| **Line manager:** |  |

**Section 2 – Record of discussion**

**Details of keeping in touch arrangements made with staff member:**

(e.g. ‘a regular call on a Monday morning to phone number xxxxxx’)

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**Fit note information**

(e.g. start, expiry date, guidance from doctor):

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**Record details of the discussion**

(Include date, what was discussed, any next steps agreed, including a [well-being action plan](https://www.york.ac.uk/admin/hsas/safetynet/stress/Wellbeing%20Action%20Plan%20(VS2.1%20-%20Jul%2016).docx) etc)

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**What to do next**

* A copy of the completed form should be offered to the employee
* The completed form should then be stored securely with the employee’s departmental file