



Keele University

# Phased Return To Work Form

## NOTES ON THE COMPLETION OF THIS FORM:

Please use this form to detail the phased return of a member of staff from a period of absence. Please detail the whole of the phased return period. **NOTE:** A new form should be completed if the phased return extends beyond four weeks, following agreement with HR. All boxes below must be completed in hours.

## DETAILS OF MEMBER OF STAFF:

Payroll No		Title	
Surname		Forename	
Faculty/Directorate		School/Department	
Job Title		Hours of work	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Semester/Term time <input type="checkbox"/> Full day OR <input type="checkbox"/> Part day
First date unfit for work		Was the first day of absence a	
Last date unfit for work		Date returned to work	

**EMPLOYEE'S NORMAL WORKING PATTERN:** Please specify number of working hours for each day the employee should worked each week. N.B. Full day is 7.25 hours, or 7 hours for academic staff

SUN	MON	TUES	WED	THURS	FRI	SAT

## RETURN TO WORK PATTERN

Once the temporary adjustments are agreed in conjunction with HR, complete the section below to show the hours the employee will work each day for each week the adjustment applies.

To be shown in hours only

<b>WEEK 1</b>					SUN	MON	TUES	WED	THURS	FRI	SAT
Week Commencing:											
Actual hours worked:											
Please pay remaining hrs as:	SP	/	AL								
<b>WEEK 2</b>					SUN	MON	TUES	WED	THURS	FRI	SAT
Week Commencing:											
Actual hours worked:											
Please pay remaining hrs as:	SP	/	AL								
<b>WEEK 3</b>					SUN	MON	TUES	WED	THURS	FRI	SAT
Week Commencing:											
Actual hours worked:											
Please pay remaining hrs as:	SP	/	AL								
<b>WEEK 4</b>					SUN	MON	TUES	WED	THURS	FRI	SAT
Week Commencing:											
Actual hours worked:											
Please pay remaining hrs as:	SP	/	AL								

Key to abbreviations: SP – Sick Pay AL – Annual Leave

# Return To Work Template

**Terry C. Jones**



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