# AP1 Wellbeing Absence Contact Sheet: (communication / contact chronology)

A Wellbeing Absence Contact Sheet should be maintained for each employee and be completed from the initial reporting of an absence, and every meeting / communication thereafter. It should be private and confidential, structured, and factual. It should be made available to the employee if requested.

Keeping the Wellbeing Absence Contact Sheet up to date through an employee’s short-term and/or long-term absences will assist you with supporting their wellbeing and managing their absence.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee:** |  | **Post:** |  | **Directorate:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Absence start date and reason** | **Date of contact** | **Type of contact**  **(e.g., telephone/**  **letter/email)** | **Have you sought advice from People Management? Please detail:** | **Summary of communication / contact** | **Signature and Designation** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |