

Absence Management Support from Unum referral form

If you need advice and support in managing/preventing absences in the workplace, we're here to help.

Employee Details:

Have you discussed this referral with the employee? Yes No

Please do not send this referral unless the employee is aware

Name	<input type="text"/>		
Date of birth	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	Postcode <input type="text"/>		
Telephone	Home: <input type="text"/> Mobile: <input type="text"/>		
Email address	<input type="text"/>		
Is there a return to work date?	<input type="text"/>	Date first absent	<input type="text"/>
Date joined the company	<input type="text"/>	Job title	<input type="text"/>
Worksite location	<input type="text"/>		
Date joined Income Protection scheme	<input type="text"/>		
Policy number	<input type="text"/>		

Employer details:

Company name	<input type="text"/>
HR Contact name	<input type="text"/>
HR email address	<input type="text"/>
HR phone number	<input type="text"/>
Line manager name	<input type="text"/>
Line manager email address	<input type="text"/>
Line manager phone number	<input type="text"/>

What's the reason for referring the employee?

Are you looking for (SELECT ONE ONLY):

- Absence management support** both employer and employee - face-to-face or by phone, with your employee's consent
- Dyslexia support**
- Employee Wellbeing Check**

We can't go ahead without their consent, so please ask your employee to complete our [employee consent form](#) or they can also consent by phone on 01306 646001.

Please make sure your employee knows we will be calling them to obtain their **consent to proceed with the referral** - which we will do within 24 hours of receiving your request.

Is there anything else you think we need to know?

Please email this form and the signed employee consent form to premier.referral@unum.co.uk

unum.co.uk

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