

# 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"/>	
Pronoun	<input type="text"/>	DOB <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	<input type="text"/>	
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 [rehabuk@unum.co.uk](mailto:rehabuk@unum.co.uk)

**unum.co.uk**

Unum Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.  
Registered Office and mailing address: Milton Court, Dorking, Surrey RH4 3LZ Registered in England 983768 Unum Limited is a member of the Unum Group of Companies. We monitor telephone conversations and e-mail communications from time to time for the purposes of training and in the interests of continually improving the quality of service we provide.