

# Absence Management Support referral form

If you need advice and support in managing or 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

Title	<input type="text"/>	Pronoun	<input type="text"/>
Name	<input type="text"/>		
DOB	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	Postcode:		
Telephone	Home:	<input type="text"/>	
	Mobile:	<input type="text"/>	
	Work:	<input type="text"/>	
Personal email address	<input type="text"/>		
Work email address	<input type="text"/>		
Date first absent	<input type="text"/>	Return to work date	<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"/>		

## Employer details:

Policy number	<input type="text"/>
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 and are there any specific areas where support is needed (e.g. return to work planning, reducing sickness absence)?

**Are you looking for (select one only):**

- Absence management and in-work support**  
For employees who are:
  - Absent and need support returning to work; or
  - In work but struggling with a health condition that might cause them to go off sick
  
- Wellbeing Check**  
For employees in work and needing support with their general wellbeing  
**Note:** If your employee's wellbeing concerns are linked to a health condition, please request Absence management and in-work support.
  
- Dyslexia service**  
For employees needing support with dyslexia or literacy, memory, organisation and communication.

If you are unsure which service you need, simply call our helpline on **0345 600 6765** or email [rehabuk@unum.co.uk](mailto:rehabuk@unum.co.uk)

For Unum to work with your employee, we need their consent. You can ask them to complete our [employee consent form](#) and forward to us with this referral form, or we can request this directly from your employee. Please let us know how consent can be obtained below:

Consent attached

**Please contact our employee directly:**

- By Email (using e-signature software)
- Verbal consent (over the phone)
- By Post

(please tell your employee we will be in touch to obtain their consent to proceed)

**Is there anything else you think we need to know?**

Please email this form and the completed employee consent form (where applicable) to [rehabuk@unum.co.uk](mailto:rehabuk@unum.co.uk)  
[unum.co.uk](http://unum.co.uk)