



PRIVATE AND CONFIDENTIAL

SAMPLE RETURN TO WORK AFTER ABSENCE- FORCE MAJEURE

This form is normally used for all absences that have been taken under the “Force Majeure”, policy / procedure details of which can be found in your employee handbook. Please use block capital letters when completing this form.

1 PERSONAL DETAILS

Name: Mr/Mrs/Miss/Ms

Post Held:

Home Address:

.....

2 FORCE MAJEURE DATES

Last day in work:.....

First day of absence:.....

Date returned to work:

3 FORCE MAJEURE DETAILS

I was unable to attend for work for the following reason

.....

.....

N.B. If you feel your stated reason could cause you personal embarrassment, you may enter “personal” in section 3 above.

I declare that the information given is, to the best of my knowledge, correct and understand that this information will be processed in line with the company’s policies and procedures related to Force Majeure. This information will be retained for a period not exceeding three years.

Employee’s signature: Date:.....

Managers signature.....Date.....

This form should be completed immediately on your return to work and be given to your manager who will then talk to you and process the information.