**Form – Contact Record**

This template can be used to record basic details of informal contact which has taken place during an absence (particularly relevant to long-term absence).

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| --- | --- | --- | --- |
| **Employee Name:** |  | **Staff Number:** |  |
| **Managers Name:** |  |
| **Absence Start Date:** |  | **Absence Reason:** |  |

|  |  |
| --- | --- |
| **Contact Date:** |  |
| **Contact Type:***(e.g. phone, face-to-face, meeting)* |  |
| **Notes:** |  |

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| --- | --- |
| **Contact Date:** |  |
| **Contact Type:***(e.g. phone, face-to-face, meeting)* |  |
| **Notes:** |  |

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| --- | --- |
| **Contact Date:** |  |
| **Contact Type:***(e.g. phone, face-to-face, meeting)* |  |
| **Notes:** |  |
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| **Contact Type:***(e.g. phone, face-to-face, meeting)* |  |
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| --- | --- |
| **Contact Date:** |  |
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| **Notes:** |  |

*Continue on a separate form if needed.*