

# A GUIDE TO USING OUR RETURN TO WORK APP



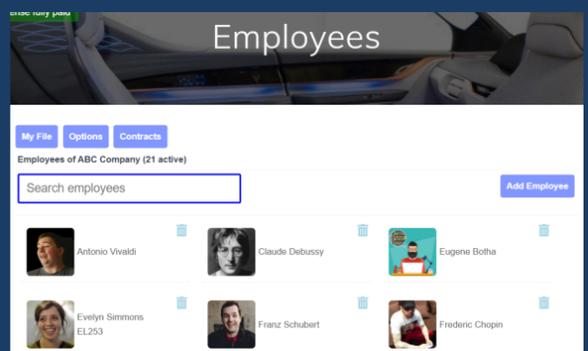
## 1. ADD YOUR EMPLOYEES



Make use of our user-friendly interface for adding employees

## 2. WHEN AN EMPLOYEE RETURNS FROM ABSENCE

2.1. Select the employee from the employee database



Return to Work for Franz Schubert

Manager e-mail:

Date of initial absence:

Date of return:

2.2. Specify the dates for which they were absent & the reason

2.3. Have the supervisor/ HR & the employee answer a few quick questions about their absence and

Return to Work Discussion Form

Employee name:

Department:

Date of initial absence:

Date of return:

Total days absent:

Reason for absence:

Number of incidents in current cycle:

Manager / Supervisor issuing the interview:

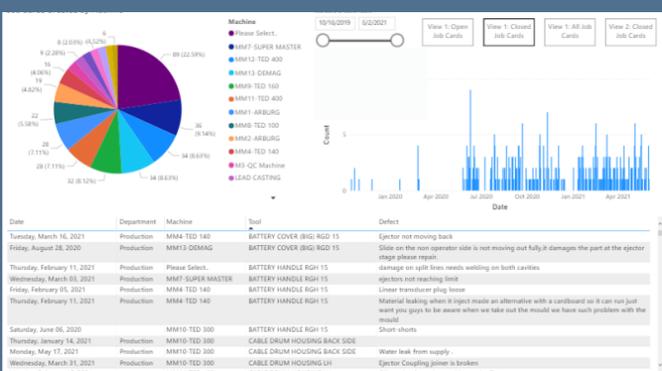
Agreed Actions:

Manager signature:	
Employee signature:	

2.4. Have the supervisor/ HR & the employee sign the document to create accountability

## 3. RECORD & REVIEW ABSENTEEISM

All employees' absenteeism data is recorded against their profiles in case you need to view it later.



A reporting dashboard can be developed reflecting your absenteeism data, to help you identify trends easily!