

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.

First, please give us your employee's details:

Name	<input type="text"/>		
Date of birth	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Telephone	Home:	Mobile:	
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 Income Protection scheme	<input type="text"/>		
Policy number	<input type="text"/>		

Now, please tell us about yourself:

Company name	<input type="text"/>		
Your name	<input type="text"/>		
Your position	<input type="text"/>		
Your phone number	<input type="text"/>	When is a good time to call in the next few days if you would like to discuss the referral?	<input type="text"/>
Your email address	<input type="text"/>		

What's the reason for referring the employee?

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Are you looking for (SELECT ONE ONLY):

Support for employer only? (If so, you don't need to complete the rest of this form)

Or

Absence management support both employer and employee - face-to-face or by phone, with your employee's consent

Dyslexia support

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.

Is there anything else you think we need to know?

Please email this form and the signed employee consent form to premier.referral@unum.co.uk

unum.co.uk

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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.