**Statement of Fitness for Work Form**

**Version 2.0**

**Last amended: September 2019 (brand updates)**

Where a doctor has stated on the Statement of Fitness for Work (Med 3) that an employee ‘may be fit for work’ taking in to account doctor’s advice. The Operational Guidance for Managers ([http://www.nottingham.ac.uk/hr/guidesandsupport/absenceandannualleave/sicknessabsence](http://www.nottingham.ac.uk/hr/guidesandsupport/absenceandannualleave/sicknessabsence/documents/sicknessabsencemanagementpolicy-operationalguidance.pdf))contains advice regarding this. Advice can also be obtained from the HR Employment Relations Team. Once agreed, print and complete this form by hand, then attach to the Statement of Fitness for Work and send to the Payroll Office, King’s Meadow Campus. Where the Statement has already been sent, this form should be forwarded to the Payroll Office separately. Please note: this form does not need to be completed where the doctor’s advice is that an employee is ‘not fit for work’.

|  |  |
| --- | --- |
| **Personal Details** | |
| **Surname** |  |
| **First Name(s)** |  |
| **Payroll Number** |  |
| **School/Department** |  |

The doctor’s advice on the Statement of Fitness for Work has been discussed and the outcome is shown below:

□ \*The Doctor’s advice cannot be implemented/or further medical advice is required

\*The doctor’s medical statement will be treated as if the doctor’s advice is ‘not fit for work’.

□ The Doctor’s advice can be implemented as follows:

**Phased Return to Work Plan (increasing hours)**

If the GP has recommended the employee return to work by gradually increasing their hours, then this can be done as a mix of normal pay/sick pay/leave or unpaid leave. Complete the planned or **actual** split of hours below before submitting to Payroll for each pay period (ie each month). If the phased return to work covers more than one pay period, a separate form is required for each one.

Dates from (start of return): ………............ to (either end of month or full return): ……………………

Hours worked Hours of annual leave Hours of sick pay

Hours unpaid Total contracted hours

**Phased Return to Work Plan (increasing duties)**

If the GP has recommended the employee return to work by gradually increasing the duties carried out, it is only necessary to advise Payroll of the start of the return (assuming they are working their full contractual hours). Start of return: ………………………………………………………………………

Signed: …………………………………………………………………………… Date: ……………………

**Employee**

Signed: …………………………………………………………………………… Date: ……………………

**Head of School/Department or designated nominee**

Please print name: …………………………………………………………………………………………