

Communication Plan

A communication plan should be established between the nominated person and employee as a way of maintaining contact during any absence period, as soon as possible, but no later than the four week indicator; if the absence is anticipated to extend over four consecutive weeks. Introducing communication agreements as early as possible removes ambiguity surrounding what the employee and manager deem as acceptable contact during the absence period.

A communication plan can be an informal discussion confirming current state of health and next contact date or a more formal face to face discussion based on the absence review process.

In situations where the employee is unable to make contact due to their state of health a nominated contact (family member, close friend or trade union representative) should be sourced to provide regular state of health updates and act on the employees behalf at absence reviews.

Purpose of a communication plan:

- Encouraging regular communication;
- Retaining regular updates on current state of health and anticipated length of continued absence;
- Reducing feelings of isolation maintaining contact with work team;
- Updating the employee with work/university developments.

Employee name	Enter Name of Employee		
Absence days to date	Start:	Total days to date:	
Current GP line	Expiry Date:		
Brief overview of discussion			
Discussion held between	Employee or nominated contact name:	Manager or nominated person name:	
Date of discussion	Agreed Contact Date		