**protected b**

 **ANNEX A – STAYING CONNECTED DURING AN ABSENCE**

Staying connected during your absence is a joint responsibility. Our respective expectations should be clear as to when and how we will connect. With this in mind, we have agreed upon an initial schedule of dates and times in the table attached to this note. Depending on how your situation unfolds, we can always make adjustments to the schedule. The important point is that we commit to a timetable of regular contacts.

I will want to know how you are doing, provide you with relevant information to your situation and answer any questions you may have. You will have the opportunity to provide me with information in relation to your leave extending or your return to duty. I would like to reiterate that I will not be asking for personal information.

For in-person or phone meetings, you may be accompanied by a friend, family member or union representative.

In order to make communication simpler, I will take care of contacting you at the agreed upon dates and time should we connect by phone or e-mail.

**Please confirm your current contact information**

Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your contact information changes please let me know immediately and I will do the same.

**Here is confirmation of my contact information**

Manager name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please let me know in advance if you are unable to participate in one of our agreed upon conversations and propose an alternative date/time. I will do the same.

Also please provide an emergency contact. This person would inform me in the event you are hospitalised or otherwise indisposed and also be the person I contact anytime I’m unable to reach you. Please ensure this person is aware that they are your emergency contact and give them my name.

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to you:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Date and time where I will contact you** | **Means (in person, by phone or by e-mail)** |
| *Ex: Monday February 5th, 2013, 14:00* | *Ex: in person, we’ll meet at the building front desk* |
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 **STAYING CONNECTED DURING AN ABSENCE**

**Schedule**

Should you require my assistance between scheduled times,

please do not hesitate to contact me.