# Contacting employees on sick leave for mental health problems

**Name of employee**: ……………………………………………………………………………………………………………………………

**Name of person contacting employee:** ………………………………………………………………………………………………

**Date of contact:** ……………………………… Contact via:  Phone  Email  Letter  Other ………………..

**Summary of discussion**

**Follow-up actions**

**Agreed date of next contact:** ………………………. via:  Phone  Email  Letter  Other ………………..