 **Staff number:**

**Name:**

Phased Return Form

Please record your phased return hours on the grid below. We need to know the hours you **HAVE NOT** worked, i.e. normal weekly hours minus actual hours worked.

Once this form is completed please ask your line manager to sign and return to the HR department. Please complete a separate form for each week of the phased return.

Any queries please contact [hr@worc.ac.uk](mailto:hr@worc.ac.uk)

GP Advice :

Other (please give details) :

**Reason for phased return:**

OH Advice: :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week commencing:** | **Normal working hours** | **Phased return hours worked** | **Hours NOT worked** | **Comments** |
| **Monday** |  |  |  |  |
| **Tuesday** |  |  |  |  |
| **Wednesday** |  |  |  |  |
| **Thursday** |  |  |  |  |
| **Friday** |  |  |  |  |
| **Saturday** |  |  |  |  |
| **Sunday** |  |  |  |  |
| **TOTAL** |  |  |  |  |

During periods of entitlement to full pay, hours not worked due to phased return will be paid as full pay, in half pay period hours not worked will be paid as half pay and in nil pay period hours not worked will not be paid.

If you have any queries please contact [hr@worc.ac.uk.](mailto:hr@worc.ac.uk)

|  |  |
| --- | --- |
| Employee signature: | Date: |
| Line manager signature: | Date: |