This document is intended for line managers to complete and give to parents on their return to work. This document will inform parents of any updates to the team/service/organisation that may have taken place while they were away. For more information and resources, please visit: [path-perinatal.eu/uk](https://path-perinatal.eu/uk/)

Organisation Name:

Employee’s Name:

Line manager’s Name:

Welcome back to [organisation name]. This document has been produced to give you any important updates that may have taken place while you were away.

Line manager’s contact details:

**Need to know:**

|  |  |
| --- | --- |
| Flexible working policy: |  |
| Safe working procedure: |  |
| Mental Health First Aider: |  |
| Employee Assistance/Support:  |  |
| Who to speak to about issues: |  |
| HR Adviser:  |  |

Fire/Evacuation procedure and assembly point:

|  |
| --- |
|  |

The nearest lockable room for expressing is:

|  |
| --- |
|  |

Nearest First Aid Kit:

|  |
| --- |
|  |

The following people have left the team:

|  |
| --- |
|  |

The following people are new to the team:

|  |
| --- |
|  |

Useful phone numbers:

|  |
| --- |
|  |

Parking:

|  |
| --- |
|  |

Any other significant changes to be aware of:

|  |
| --- |
|  |

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