

# Fit Note: Checklist for Employers

This highlights key points to support discussions between the employer and employee following the employee being issued with a fit note. For further information and support refer to [guidance for employers and line managers](#), or search on [www.gov.uk](http://www.gov.uk).



<input type="checkbox"/>	Check if your employee 'may be fit for work,' discuss their fit note with them and see if you can agree any changes, including workplace modifications or reasonable adjustment to support them to stay in or return to work.
<input type="checkbox"/>	You can make referrals to support your employee to stay in or return to work, for further information see <a href="#">Return to employment advice</a> or search on <a href="http://www.gov.uk">www.gov.uk</a> .
<input type="checkbox"/>	The fit note should cover the duration that the employee is likely to require adaptation or unable to work. A review date may be set by the healthcare professional. Check how long your employee's fit note applies for.
<input type="checkbox"/>	If your employee has been assessed as 'not fit for work' or you are unable to make the suggested workplace modifications, you can use the fit note as evidence for <a href="#">Statutory Sick Pay</a> or your organisation's sick pay procedures (if applicable).
<input type="checkbox"/>	If you need to request your employee's medical records, then you must ensure you have obtained your employee's permission.
<input type="checkbox"/>	Maintain regular contact with your employee throughout the period and get a sense of if/when the employee feels ready to review any workplace modifications or return to work. ACAS provides advice on <a href="#">keeping in touch during absence</a> .
<input type="checkbox"/>	Consider taking a copy of the fit note for your records (your employee should keep the original) this can be either a paper copy or digital version.
<input type="checkbox"/>	The name of the issuer, the profession and the address of the medical practice should be completed to make it a valid form. If you receive an old template (Med3 2017) then the fit note must be signed in ink by the healthcare professional.