

### **Return to Work discussion**

### **- Notes**

A Return to Work discussion should be held either shortly before the employee returns to work or on their first day back at work (this may be by phone, if appropriate). Ensure you have read and are familiar with the details in the Attendance Policy and Return to Work Discussion Guide before the discussion. There are also FAQ’s to support any given situation, which are accessible in Knowledge (FAQ’s) via People First. Find somewhere confidential and allow time for a brief discussion.

You can use this form electronically – feel free to add any relevant information, including follow up discussions etc.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Manager’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of discussion:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Return to Work Discussion Notes** | |
|  | Record the relevant dates of absence and ask them how they are now |
|  | Are they on any medication that could affect their work? |
|  | Establish the detailed reasons for their absence – if work related advise HS&W via HR Direct |
|  | If they have had previous absence, remind them of the policy and make sure you have their recent absence data to hand.  \*Formal Absence Review Monitoring will normally be instigated if you reach any of the following triggers   * a total of 15 working days sickness absence (or 3 weeks pro rata if you are part time) in a rolling 12 month period * 4 instances of sickness absence in a rolling 12 month period * Significant or unusual patterns or levels of absence over a period, normally up to 5 years, but could be a shorter period, which are causing concern. This could include periods of long term sickness |
|  | Discuss any patterns of absence identified or if trigger/about to reach trigger points. If trigger point reached, explain monitoring starts from date of return from absence (note- this is not always the first working day) until a full meeting has been arranged) |
|  | Is there any support that could be given? Is there anything they need from us?\*  \*Include here OH referral if appropriate; any adjustments such as phased return; alteration to duties, all of which should be short term. Long term requirements should be noted in the Tailored Adjustment Agreement. |

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| **Post Discussion Action:** | |
|  | Where appropriate, agree a return to work action plan (with timescales) and ensure you follow up on any actions required of the individual or you have said that you will deliver. |
|  | Follow up on formal monitoring process if appropriate – i.e. invite to formal meeting and follow process and issue letter. |