

# Return to Work Discussion

Return to work interviews must be conducted after every period of absence, and Line Managers should carry this out on the day an employee returns to work.

Date of discussion	Click or tap to enter a date.	
Method of discussion	Choose an item.	
<b>EMPLOYEE DETAILS</b>		
Full Name:		
Job Title:		
<b>ABSENCE DETAILS</b>		
Start date of absence	Click or tap to enter a date.	
Date of return	Click or tap to enter a date.	
Reason for absence		
Dates of absences in last rolling 12-month period		
Has the employee been updated on any issues that occurred during his/her absence?		Choose an item.
If the period of absence has been long term does the employee require any retraining?		Choose an item.
Any issues that the employee wishes to raise following their recent absence?		

<p>Does the employee consider themselves to have a disability? Choose an item.</p> <p>If yes, please provide an explanation of the disability and if any support is required.</p>
<p>Do any reasonable adjustments need to be considered? Choose an item.</p> <p>If yes, please provide details of the reasonable adjustments.</p>
<p>Has the employee received a fit note? Choose an item.</p> <p>If yes, are there any recommendations/adjustments to support the employee at work?</p>

<p>Has the employee, in a rolling 12-month period had;</p> <ul style="list-style-type: none"> <li>• 3 or more episodes of sickness</li> <li>• 6 working days of absence</li> <li>• Where there have been a number of absences in a short period e.g. 3 episodes or 6 working days in 6 months</li> <li>• Where a pattern of absence is causing concern e.g. every Friday/Monday.</li> </ul> <p>If yes, the Line Manager should consult with YouHR.</p>	<p>Choose an item.</p>
<p>If the answer to the previous question is yes and the Line Manager has decided not to start/progress with the Managing Sick Leave procedure, then please document the reasons why.</p>	
<p>Has the employee been made aware of future actions in accordance with the Managing Sick Leave procedure if they are absent again in the near future?</p>	<p>Choose an item.</p>
<p>Details of support offered to employee (actions agreed, including timescales)</p>	
<p>Please include any additional information discussed at the return to work interview</p>	
<p>I understand that this information will be used for the purposes of recording and monitoring sickness absence.</p>	
<p>Signed Employee</p>	<p>Click or tap to enter a date.</p>
<p>Signed Manager</p>	<p>Click or tap to enter a date.</p>