

GUIDANCE NOTES FOR CONDUCTING THE RETURN TO WORK INTERVIEW

For every period of absence, a return to work interview should be conducted. The meeting is to enable the member of staff to share concerns about their illness and general state of health in relation to their job. It is essential in monitoring absence accurately and in reinforcing the message that Arden & GEM cares about members of staff and their sickness absence. The degree of formality and length of the interview will depend on the circumstances.

If the member of staff is rarely on sick leave the meeting will be brief, however, should the member of staff be returning to work after a succession of frequent intermittent absences or after a long term absence, the interview should be much more structured.

The purpose of the return to work interview is to:-

- See how the member of staff is
- Establish the cause of absence

Where appropriate, discuss any further action

Should the Fit Note state that the member of staff is fit for work taking into account certain advice, this should be discussed and reviewed with the member of staff and it may be necessary for a referral to Occupational Health for an opinion on the advice provided by the NHS Doctor, in which case consult your HR Adviser.

However you should be prepared to discuss any suggestions made by the GP and whether or not they are feasible or can be accommodated for the work that is undertaken.

If the member of staff's absence does not exceed the trigger points, then the interview can be terminated and signed off at the bottom of Page 2.

The questions to be asked on Page 2 are for guidance only and do not have to be asked in the exact format as they are written, however it is important that the questions in some format are asked and a response received.

RETURN TO WORK FORM

Name of Member of Staff Name of Manager

Sickness Details

First Day of Absence

Nature of Illness

Date Illness Ceased

Total Number of Days Absent

Has a self certification form been completed/Fit Note received? Yes/No

Work Related Yes/No

Accident Book Completed Yes/No

Absence Related to third party claim Yes/No

Previous Absences

Dates

Nature of Absence

Does this absence exceed the trigger points? Yes/No

(3 or more periods in excess of 10 working days/12 months; Persistent 5 days per absence (self certified)/ 12 months; 3 or more self-certified periods in 4 months; Absences showing trends or patterns)

If no, the interview can be completed and can be signed off at the bottom of page 2)

Has the member of staff been referred to Occupational Health previously? Yes/No

If yes, date

Questions

How are you/Are you fully recovered?

Did you see your GP?

When?

Are you receiving any treatment/medication?

.....

How does it affect you?

.....

Is there a possibility that the illness will re-occur?

Do you have another appointment?

Any further absence in the future, ie need for further treatments?

.....

Were there any other reasons for the absence?

.....

Is this something that you may suffer from again?

Is there anything that the organisation can do to prevent the absence re-occurring?

.....

Do you feel this was connected with work?

If so, how?

Date for review

Any further comments/concerns

.....

Any action to be taken

(Adjustments to work, OH referral, counselling, disciplinary action)

(a) Member of staff has been advised of his/her value to the team. He/she has been advised that attendance by all staff is monitored.

(b) Member of staff has been advised that sickness continuing to be monitored and of next steps should sickness not improve

(Delete as appropriate using (a) or (b) depending on whether first absence or not)

Signed Signed
Line Manager Member of Staff

Date Time

Copies to:- Member of staff, Manager, Human Resources