

## Return to Work Interview Form

Employee Full Name			
Employee Job Title			
Absent From		Absent To	
Date Returned to Work			
Managers Name			

### Preparation and What we expect as an organisation

Preparation for Discussion	What you can expect.
<b>For the Manager</b>	<p>The Manager will arrange for the Return to Work interview to take place as soon as possible after the employee has returned to work. The Manager will ensure they have the correct information available, including the Absence Dashboard and any patterns of absence.</p> <p>The purpose of the return to work meeting is to determine the cause of absence. You should listen to the employee and make a note of what is being said. Each aspect will be covered below but be prepared to ask the necessary questions, which may be difficult. Be sensitive, and understanding and remember that this is not a disciplinary process. If necessary, challenge the information you are being provided with appropriate questions.</p>
<b>For the Employee</b>	<p>The purpose of the return to work meeting is to determine the cause of your absence. The Manager will listen to what you have to say and will ask appropriate questions. The Manager is there to assist you, and together you can discuss what help and support can be offered to you in the work place to avoid any further absences. You have an obligation to be open and honest with your Manager throughout this process.</p>

### Discussion Notes

<b>1</b>	What was the reason for your absence from work?		
<b>2</b>	Are you in a position to say what causal factors contributed to your absence from work? Include anything at work, home or medical or illness.		
<b>3</b>	Has the Employee identified with having a disability which might fall under the Equality Act 2010?	<b>Yes</b>	<b>No</b>
<b>4</b>	Have you discussed Reasonable Adjustments with the Employee? [Please refer to the Reasonable Adjustment Guidance]	<b>Yes</b>	<b>No</b>
<b>5</b>	Manager to note: Please ensure the absence on Trent is recorded as Disability related.	<b>Noted</b>	
<b>6</b>	Is it appropriate to complete a Stress Questionnaire at this time?	<b>Yes</b>	<b>No</b>
<b>7</b>	Is a referral to Occupational Health appropriate in the circumstances? NB There is an automatic referral for any musculo skeletal condition, or stress/anxiety or depression.	<b>Yes</b>	<b>No</b>

8	Does the employee consider they are fit to return to work?	Yes	No
9	Does the manager consider that the employee is fit to return to work?	Yes	No
10	Did the employee notify of their absence in an appropriate manner? If not, please detail what the issue was.	Yes	No
11	Did the employee maintain appropriate contact throughout the period of absence?	Yes	No
12	Did the manager maintain appropriate contact throughout the period of absence?	Yes	No
13	What could have been done better?		
<b>Triggers, Indicators and Attendance Management</b>			
<b>Please list all absences, including dates and days lost within the last 12 months</b>			
Absence Date		Absence Days lost	
<b>Has the employee been absent in any of the following circumstances?</b>			✓ Tick
Three separate sickness absences of any duration in a three month period.			
Five separate sickness absences or a total of 12 days absence in a 12 month period*			
A pattern of absence that causes concern (i.e. regularity, day of the week or type of absence)*			
Single episode of 4 continuous weeks or more.			
<b>If any of the above are ticked, the manager will arrange a formal absence review meeting.</b>			
<b>Attendance at Work Procedure – copy given to employee, and a discussion about what this means.</b>			
<b>Formal absence review Meeting has been arranged for</b>			
<b>Follow Up / Actions</b>			✓ Completed
Reasonable Adjustments Questionnaire (if applicable)			
Stress Questionnaire (if applicable)			
Occupational Health referral (if applicable)			
Details of support offered, to include timescales for that support and any review dates.			
Recorded in iTrent (Manager)			
Electronic Copy of completed Return to Work to be sent to HR by Manager			

Electronic Copy of completed Return to Work Form to be sent to Employee by Manager		
Any further comments:		
<b>I understand that the information contained within this return to work interview form will be used for the purpose of recording and monitoring attendance at work.</b>		
Manager Signature:		Date:
Employee Signature:		Date:

Managers are to ensure that they have input the Return to Work Interview completion date in Trent, which can be found under stages. A copy must be sent electronically to [hrdirect@denbighshire.gov.uk](mailto:hrdirect@denbighshire.gov.uk) for the employee file and a hard copy must be given to the employee.