

Return to Work Form

To be completed for every absence on the first day of return by nominated person and employee

Employee name	Name:	ID:
School / department	Name of School/Directorate:	
Absence period	Start:	Time: Returned date:
Total no of days	Full:	Half:
Documentation Collected	Self-certification under 7 days <input type="checkbox"/>	Statement of Fitness <input type="checkbox"/>

At the start of the meeting welcome the employee back and remind the staff member this meeting is informal and its purpose is to discuss their most recent absence, explore cause, identify responsibility and agree to any necessary actions. The meeting will normally be brief and straightforward.

Further guidance is provided on the reverse of this form.

Cross on box to identify absence category

Authorised (Followed University notification process)

Unauthorised (Unpaid) (Failed to notify)

Reason for Sickness Absence

Does the absence relate to a disability or long term condition? Yes No

Do not wish to disclose.

If yes please specify nature of disability or long term condition.....

Employee Signature	
Manager Signature	
Date	

What to do next

A copy **must** be retained within the employee’s departmental file. A copy may be offered to the employee. Forward part two of the sickness absence form to Payroll.

During the meeting

- Identify the reason for absence, ask the employee if they believe they are fit to return to work;
- Review the employees' attendance record and bring any concerns to their attention;
- Ask the employee to discuss any underlying cause for their absence; encourage work-related issues to be raised at this point, and determine if they may be affecting their health;
- Provide an opportunity for the employee to confidentially raise other, wider issues of concern which may be affecting their health;
- Consider whether you can offer support with any problems identified, including if applicable:
 - giving consideration to any reasonable adjustments to the working environment to support the employee to improve their attendance (can lighter/alternative duties or hours be identified for a temporary period); and
 - directing the employee to other sources of support such as OH, First Call, Counselling service.
- Ensure the employee is aware of the University's responsibility in monitoring and absence;
- If the employee has a high level of short term absence ask how they plan to improve their attendance.

At the end of the meeting and prior to the employee commencing work

- Bring the employee up to date with any relevant changes/issues within their duties or working environment;
- Determine if further time off to attend appointments relating to this absence are anticipated;
- Where concern has been raised relating to absences clarify action required:
 - agree a plan for improving attendance or sourcing additional support;
 - in cases of disability related absence, identify and discuss reasonable adjustments;
 - ensure the employee fully understands unexplained or unacceptable levels of absence will lead to a formal meeting.

Sickness absence should always be considered genuine unless there is evidence to the contrary. If in doubt, ask for an explanation. No formal action can be taken prior to discussion with Human Resources.

Comments

Record any relevant comments, agreed action and timelines.