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| --- | --- |
| **Employee name** |  |
| **Job title** |  |
| **Absence start date** |  |
| **Absence end date** |  |
| **Reason for absence** |  |
| **Work related?** | Yes/No | **Accident at work?** | Yes/No |
| **Trigger reached?** | Yes/No |  |  |
| 1. 3 in 3 months
 | 1. 4 in 12 months
 | 1. 10 days in 12 months
 | 1. 2 or more absences equating to more than 15% absence in 2 out of previous 3 years
 |
| **Pattern identified?** | Yes/No | **Describe pattern:** |  |
| **Discussion with employee:****Discussion should follow the WARM approach and may also include:*** Consider support/phased return after longer absence
* If stress related consider early referral to OH
* If musculo skeletal consider referral to OH physiotherapy
 |
| **Action Agreed/taken:** |
| **Manager signature:** | **Date:** |
| **Employee signature:** | **Date:** |

**Guidance for managers on conducting return to work interviews**

A Return to Work Interview (RTWI) must be adopted as regular practice for **each and every period** of sickness absence, to ensure an effective means of reducing absenteeism. It should (where possible) be completed on the day the employee returns to work and certainly within 72 hours of returning to work. Obviously, if an employee has been absent from work due to a musculo-skeletal problem and they carry out a physical job then their RTWI should be completed before they resume normal duties in case any adjustments to working practices need to be made. Where an employee is returning to work within one week, he/she should complete the self-certificate at this meeting.

The RTWI should be informal, always conducted sympathetically and held in private.

**The WARM approach** is useful to refer to when conducting RTWI’s:-

Themanager should **welcome** the employee back to work, checking that they are fit enough to be back and where an employee is returning to work within one week, he/she should complete the self-certificate at this meeting. If the RTWI follows a period of long term absence then it will need to be more structured, to ensure that the employee is brought up-to-date on his/her duties, and any changes which have happened during the absence. It also provides an opportunity to agree how best to manage the employee’s reintroduction to work.

Discuss the **Absence** with the employee, identify the cause and whether there is an underlying health problem, indicate to the employee that their absence was noted and discuss the employee’s sickness record. In applying trigger levels, you should remember that each employee and his/her absence record is a unique case, and you should look at the circumstances of each period of absence leading up to the trigger. Where an employee's sickness absence exceeds the trigger level, and you have concerns about deterioration in attendance, or if a pattern is identified that has no reasonable explanation, consideration should be given to implementing a period of Stage 1 monitoring for a period of 6 months. This can be done at the Return to Work meeting, without the requirement for a separate meeting to commence monitoring.

Establish if their sickness absence was work-related and whether there are any health and safety issues that need to be addressed. If any injury has occurred, work-related or not, you should consider offering the employee the opportunity to be referred to Occupational Health for physiotherapy assessment and/or treatment. Other musculo-skeletal conditions may also be referred for physiotherapy. If any stress/depression/anxiety issues are raised, work-related or personal, you should consider offering the employee the opportunity to be referred to Occupational Health. Advice about specific medical issues can be obtained by telephoning Occupational Health on 8757.

Explain and ensure the employee is aware of their **Responsibility** with regards notification of sickness absence and their responsibility to come to work unless unfit to do so. This may also be an opportune time to highlight to the employee the impact their absence has on service delivery and colleagues. Raise any concerns with the employee e.g. late notification, patterns of absence such as before or after weekends, etc. Explore whether the employee has a disability and whether the provisions of the Equality Act apply such as making reasonable adjustments.

Finally **Move on** and focus on getting the employee back to work. If not discussed previously then discuss any help you might provide to ease the employee’s return to work e.g. phased return, restricted duties. Update the employee on any news they missed while they were off.