

## Return to Work Interview (2)

The following sample document was very kindly provided by a member of the CCA Standard© Performance Management User Group.

### Return to Work Interview - Filenote

When completing this form please remember that:

- The return to work interview should be conducted as soon as possible after the employee's return and should be conducted by telephone call or meeting in a confidential environment.
- If the number of absence occurrences in the previous 3 months including this absence is 4\*, you should decide whether to take action under the Sickness Absence Management Policy.
- In accordance with Data Protection requirements, it must be retained fully completed, in a confidential place within the branch/department for a three year period. A copy should be given to the individual.
- This form can be used in conjunction with the Return Work Interview Guidance found in the Sickness Absence Guide available in Manager's Toolkit and / or the Phased Return Template if applicable.
- Any medical notes/letters should be attached and kept with the self-certification form (Form 10353).

**1**

#### Individual's Details

Please write clearly in the white spaces with capital letters ...

Branch/Department Name		Date of Return	Date of Discussion
Staff Member's Employee / File No.		Nature of Illness/Injury Prior to Return	
Staff Member's Full Name		Line Manager's Full Name	

**2**

Brief discussion of absence - noting any support required and key information to be aware of, etc.

- Insert number of days / hours absent on this occasion: Days \_\_\_\_\_ Hours \_\_\_\_\_
- Insert number of previous occasions absent within last 3 months: \_\_\_\_\_\*

#### Confirmation of Discussion

Employee	I have discussed my return to work with my Line Manager (Date & Sign)		
Line Manager	I confirm the above discussion (Date & Sign)		