Guidance Notes for Employers

RETURN TO WORK INTERVIEWS

1. Introduction

- 1.1 In most cases it will b have a return to work of sickness or absen
 - 1.1.1 The employe employee's re the interview record of abs
 - 1.1.2 The employe at work:
 - 1.1.3 It allows the e the cause of t
 - 1.1.4 The employe work;
 - The meeting 1.1.5 significant cha disability mak
 - 1.1.6 Any potential work can be d obligation to r becomes disa

2. Preparing for the Interview

- The employer should 2.1 prepared to discuss t be alert to the possib and Monday or imme
- 2.2 The employer should should ask the emplo
- 2.3 The employer should questions that the en working.
- 2.4 The employer should for discussion are co

3. **Conducting the Interview**

3.1 At the interview, the



seful so that:

ployee is well enough to be back

alth or other issues, and identify

plovee to ease their return to

ment if there has been a ealth or if there is an injury or ditional risks; and

litate the employee's return to e employer has a legal ents where an employee is or

ecord of absence and be in detail. The employer should equent absences on a Friday y.

e type of questions that they

pare for likely concerns or ample a request for flexible

to ensure all necessary areas

e of the employee's feelings and

mployer and the employee to employee returns after a period

iews and Risk Assessments

vee back to work, the confirmed and, if appropriate, rum to discuss the employee's



use encouraging bod

- 3.2 The interview should should avoid rigorous
- 3.3 The employer should enquiring about their
- 3.4 The purpose and strufact that it is a routine The employer should is to manage and moidentify any problem performance.
- 3.5 The employer should the employee has vis longer than seven da and review any reco
- 3.6 If the employee has Health report should
- 3.7 The employer should
 - 3.7.1 that the empl
 - 3.7.2 that, where re ensure that th
 - 3.7.3 that any arrar
- 3.8 The employer should occurred while the e

3.9 The employe that the employee raises

3.10 The employe identify ways in which the (attendance.

3.11 The employe improvement in attendance them.

3.12 Where possit without making impul

> 3.13 Where the er reminded of the import employee of the con that he/she may eve

3.14 At the end of the inte Absence and Return











estions.

I meeting, and the employer

employee back to work and

ould be explained as well as the pyee has not been singled out. that the purpose of the interview ence and attendance in order to re appropriate and manage

e employee's absence and ask if employee has been absent for ask for the employee's Fit Note

ional Health, the Occupational

duties;

sures have been taken to ur again; and

Irn to work are discussed.

h any relevant changes that xample new employees etc.

loyee and explore any problems

tion with the employee, to n/her to improve future

argets and time limits for ployee is committed to achieving

ee to a shared action plan

sistent, the employee should be . The employer should warn the unsatisfactory attendance, i.e.

orm should be completed. See

ssments

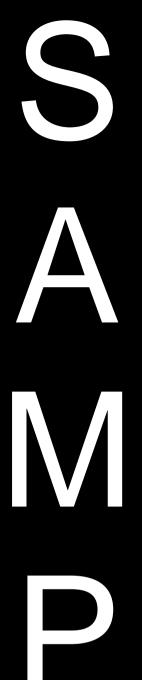
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4. After interview

- 4.1 The employer should interview that the abs
- 4.2 Any necessary adjus hours, phased return another department,

5. RETURN TO WORK RISK

- 5.1 When an employee I appropriate to carry them. For example, certain activities like fire safety reasons. consider when an en
 - The employe regarding the be discussed <u>Notes for Em</u>
 - The employe the employee to that particular
 - Where the we specific to the risk level and eliminate or r



or if it is apparent from the ased relationship problems.

blace, for example reduced re, temporary redeployment to

ng period of illness, it may be ecific to the illness suffered by injury may have to reduce a lower floor of the building for points employers should ifter a long period of illness:

oncerns the employee has a relation to their illness; this can rk Interview. See <u>Guidance</u> <u>Interview and Risk Assessments</u>. If the work to be undertaken by d involve risk of harm or danger is of their illness or condition. he employee involves a risk e employer should identify the ecautions can be taken to