

**RETURN TO WORK MEETING**

**THE AIM OF THE MEETING IS:**

- To welcome the employee back to work and ensure they are fit to return to work.
- To help you identify the cause of the absence and provide an opportunity to explore any particular problems the employee may have.
- To bring the employee up to date with work / reallocation of duties during their absence.

<b>NAME:</b>	
<b>JOB TITLE:</b>	
<b>FIRST DAY OF ABSENCE:</b>	
<b>DATE RETURNED TO WORK:</b>	
<b>TOTAL DAYS ABSENT FROM WORK:</b>	
<b>REASON FOR ABSENCE:</b>	

**QUESTIONS:**

*Please use the below as a general guide only for this discussion. On a case by case basis you may choose to not ask some questions dependent on the nature of the illness or otherwise.*

<b>How are you feeling?</b>	
<b>We received your sickness certificate and appreciate that you complied with the sickness policy - can you tell us about the reason for your absence?</b>	
<b>Are you fit to return to work?</b> <i>(Get 'Return to Work Cert' for the file)</i>	
<b>Are you receiving further treatment for your illness or injury? If so will this affect your work?</b>	
<b>What is the likelihood of a recurrence of this illness?</b>	
<b>What can we do to help or support you?</b>	
<b>ANY OTHER COMMENTS:</b>	

<b>Explain any recent developments or changes that have occurred if necessary:</b> <i>(Get the employee's feedback, ideas on any changes that have occurred, take them on board. Don't agree to anything at the meeting and inform the employee you will revert back in writing if necessary.)</i>	
<b>ANY COMMENTS FROM EMPLOYEE:</b>	
<i>Thank the employee for attending. Explain that if they have any queries to contact you directly.</i>	

**Signed:**

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**Manager**

**Date:**

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