

BACK TO WORK MEETING FORM

To be completed by the Employee and their manager in a private area within 3 working days of the Employee's return to work in order to bring the Employee up to date and to confirm that they are fit for work.

WELCOME BACK	Area to cover	Comments
	How are you feeling and are you fully recovered?	
	What Symptoms did you have?	
	Did you seek any medical advice (GP/Pharmacist) and if so, what did they say?	
	Is the Employee well enough to be back at work?	Yes/ No If no, consider sending home
	Have all relevant issues that were missed been communicated to Employee?	Yes/ No If not, fill Employee in now
	Did the Employee follow the correct calling in procedures?	Yes/ No If no, explain procedures
	Will absence be paid?	Yes/ No If no, why
ABSENCE DISCUSSION	Date absence began:	
	Date returned to work:	
	Reason for absence:	
	Fully recovered or adjustments needed?	
	If a poor attendance record, how do you intend to minimise future absences? (balanced diet, exercise, work/life balance, sufficient sleep and rest)	
GOING FORWARD	Any concerns about re-occurrence?	
	No of days absent in last 12 months rolling:	
	No of periods absent in last 12 months rolling:	
	Target going forward:	
Employee signature:		
Employee name:		
Line Manager signature:		
Line Manager name:		
Date:		

Handy hints on how to conduct a back to work meeting

Preparation prior to the meeting

- Compile a list of information missed or changes that have been implemented that need to be communicated to the Employee
- Check the Employee's absence history for the last 12 months. Check the Employee's attendance record for the number of episodes of absence, their length and their reasons. Also check for work improvement plans and any attendance targets already set which should be recorded in the Employee's personnel file.

Conducting the meeting

- Meet with the Employee where you will not be disturbed or overheard as personal issues may arise
- Make the Employee feel comfortable by explaining that any issues discussed are confidential
- Reassure the Employee that this is not a disciplinary process, only a fact - finding exercise
- Check that the Employee is fully recovered and fit for work
- Fill the Employee in on what they have missed whilst they were away
- Confirm the procedures followed and correct any misunderstandings for future use
- Establish dates and reason for absence
- Ask open-ended questions. For example, "What does your Doctor say?" is better than "Have you seen your Doctor?"
- Try to get beyond the presenting symptoms to the root cause of any issues, especially if they are work - related
- Not all absences are avoidable and people are often genuinely sick so if generally good, long - serving staff are absent then be reasonable and empathetic
- Investigate if there is anything we can do to help the return to work or to prevent future occurrences of absence
- State the current absence percentage, how it is calculated and set a target going forward
- Both parties need to sign and date the back to work form which should then be filed on the Employee's personnel file

Possible outcomes from the meeting

- All paperwork eg. self - certification, doctor's note and back to work interview form need to be filed on the Employee's file for future reference
- If the absence level has reached or is rising to a level for concern (9 days or 3 episodes in the rolling 12 months), an Improvement Action Plan can be used to highlight the importance of attendance and to set targets and review dates
- If the Employee did not follow the correct procedures or the absence rate has risen to 9 days or 3 episodes in rolling 12 months, then disciplinary action might be appropriate.