**APPENDIX 1 – SAMPLE RETURN TO WORK FORM**

**Return to Work Meeting**

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| Employee Name: |  | |
| Date of Return To Work Interview: | |  |

**Preparation**

* Check the employee’s previous absence over the last 6 months;(Look at the attendance records)
* Note any patterns; e.g. Saturdays, Mondays, directly after building close days, etc;
* Check whether the employee is at or approaching an unacceptable level

**Welcome**

* Welcome back the employee to work;
* Check that the employee is fit to return to work.

**Absence – details should be entered on** [**Cloud ERP**](https://enzj.fa.em3.oraclecloud.com/hcmUI/faces/FuseWelcome)

* Discuss the absence, explore the reasons behind it and talk through solutions to help avoid future absences

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| --- | --- | --- | --- |
| If over 7 days, has employee provided doctors certificate? | | | Yes / No |
| Did employee consult doctor? | | | Yes / No |
| If yes, on what date? | | |  |
| Does employee feel fit to return to work? *(Absences of 7+ days may require confirmation from doctor)* | | | Yes / No |
| Is there anything that we can do to assist employee in order to avoid further absences? | | | Yes / No |
| If yes, please give details: |  | | |
| How many days of absence in the last 6 months? | |  | |
| In last 6 months, how many instances of absence? | |  | |
| Has the employee closed off the absence in ERP?  Double check the absence in ERP to ensure it has been closed off fully. | |  | |

*If the employee is approaching or has reached an unacceptable level of absence in regards to short term (4 weeks or less) intermittent absences: 5 periods in a 6 month period or 10 days in a 6 month period, you should discuss that it is the responsibility of the employee to attend work, and agree next steps. e.g. invite to formal absence review and/or request medical report.*

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| --- | --- |
| Agreed Actions: |  |

**Move On**

* Talk to the employee about what they missed when they were absent from work and what they need to focus on now they are back at work e.g. What areas in their department need attention as it has only had cover, University news, relevant changes, information from staff meetings, etc.