APPENDIX 19A – EMPLOYERS’ HANDBOOK

**RETURN TO WORK INTERVIEW FORMAT**

Interview to be conducted in private, on the day of return to work

1. **In advance of the interview, check the following information:**

* Length of employee's absence;
* First date of employee's absence;
* Date of employee's return to work;
* Reason employee gave for absence;
* Notification procedures followed?;
* GP consulted?;
* Any recommendations from GP on a “fit note” as to a phased return to work or potential changes to the employee’s hours, duties or to the working environment?;
* Any indication that factors at work may have caused or contributed to the absence?

1. **Welcome the employee back.**
2. **Ask how they are** and let them know their contribution was missed.

1. **Ask about the cause** of the absence and ensure any relevant documentation is provided by the employee eg. a self-certified form or a fit note from the GP. Do not question the validity of the absence unless there is clear evidence that the individual was not sick.
2. **Listen t**o the responses. Ask for more detail if necessary.
3. **Discuss how the work was handled** in the employee’s absence.
4. Inform the employee if there is an **issue with their general attendance record** and schedule an Absence Review Meeting if necessary.
5. Give the employee the **opportunity to raise any issues** which may be causing him/her concern.
6. Check whether the employee has any **disability** which may require particular consideration under the Disability Discrimination Act.
7. Offer **help and support** if necessary.
8. Take a **note of any agreed actions** and follow up on these after the meeting.