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## Return to Work Interview Form

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The Return to Work Interview (RTW) form is designed as a guide for line managers when meeting with employees on return from sickness absence. The RTW interview is designed to support staff and help to build and maintain a good manager-employee relationship.

RTW interviews need to be carried out by managers/group leaders after every instance of absence, without exception. Typically, the manager should:

- Enquire into the reason for the absence
- Raise any concerns with the employee
- Discuss appropriate action/support needed to prevent further absence

### Overview

The Company operates a discretionary Company Sick Pay (CSP) scheme that runs in conjunction with Statutory Sick Pay (SSP). Payment of CSP and SSP will be dependent on the employee meeting the requirements of our internal policy and individual contracts of employment. Below is a general guide:

Length of Service	CSP Entitlement
< 6 months	Statutory Sick Pay only, subject to meeting eligibility criteria*
> 6 months	5 days (per rolling 12 months)**

\*To qualify for SSP the employee must have been sick for at least four or more days in a row (including weekends, bank holidays and days that they do not normally work) and average weekly earnings equal to or more than the Lower Earnings Limit (LEL). SSP is paid for qualifying days. These are the days that the employee would normally work. However, it is not payable for the first three qualifying days. These days are known as waiting days. A fit note is required for absences longer than 7 days (including weekends, bank holidays and days that they do not normally work).

\*\*After 6 months of service any sick days accrued within the rolling 12 month period which were taken < 6 months into employment count as normal towards the maximum number of days allowed when calculating CSP entitlement. For example, if you have 1 sick day in month 3 and no further sick days during the first 6 months of employment then up to a maximum of 4 subsequent sick days will attract CSP in the 12 month period containing month 3.

Any employee who is in receipt of any level of disciplinary warning for sickness absence or unauthorised absence will not be eligible for Company Sick Pay for the duration of the warning. Please note that CSP and SSP are only payable for a full day sick absence i.e. not part of a day or a few hours absence in a day.

For guidance on whether an employee qualifies for CSP or SSP, please contact the HR department. Once this form has been completed, please send to the HR department.

### Acceptable levels of absence

The Company values good attendance at work and is committed to improving the general wellbeing of its employees to achieve this. Although we aim to secure regular attendance, we do not expect employees to attend when they are unwell. As a general rule, more than two sickness absence 'occurrences' in a six month period could be deemed excessive and may be dealt with in line with the Company's Disciplinary Policy.

### Five things to do if you're given a fit note

1. Check whether your employee's doctor has assessed that they are not fit for work, or may be fit for work. If the note stipulates that they are not fit for work, then the employee must provide another fit note stating that they are fit for work in order for them to be able to return to work.
2. Check how long your employee's fit note applies for. If the employee wishes to return earlier than the date stipulated on fit note, the employee must provide a new fit note.
3. If the employee may be fit for work, discuss their fit note with them and see if you can agree any changes to help them come back to work while it lasts.
4. If your employee is not fit for work, or if they may be fit for work but you can't agree any changes, use the fit note as evidence for sick pay procedures.
5. Provide HR with a copy of the fit note.

## Return to Work Interview Form

Employee Information			
<b>Name:</b>		<b>Employee Number:</b>	
<b>Department:</b>		<b>Manager:</b>	

Absence Information			
Start date of absence	Date returned to work	Total days of absence	Date of RTW Interview
Did employee follow correct absence reporting procedure?			
			Yes <input type="checkbox"/> No <input type="checkbox"/>
Employee aware of absence levels and implications of further absences?			
			Yes <input type="checkbox"/> No <input type="checkbox"/>
Fit note received? <i>(Required for absences of greater than 7 days)</i>			
			Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for the absence:			
Number of sickness occurrences/days during a 12 month rolling period? /			
Currently on live warning for absence? (If so, CSP will be withheld)			
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Return to Work Interview			
Are you fit to resume normal duties? (Ask employee and check fit note)			
			Yes <input type="checkbox"/> No <input type="checkbox"/>
How are you feeling now?			
What was the possible cause of your sickness absence and have you taken any action to avoid any future occurrence?			
Did you seek medical advice?			
Are you on any medication that may affect your performance?			
Do you feel that there is anything we can do to support you?			
Do you consider this work related? (If yes, were the relevant reports completed?)			
Summary/agreed actions (if applicable):			
Employee signature			
		Date	
Manager signature			
		Date	