

# Return to work form



## Employee Details

Employee's name

Job title

## Description of employee's main duties (including shift patterns)

## Details about the absence

Absence start date

Absence end date

Was the absence reporting procedure followed?

Yes

No

Self-certificate provided?

Yes

No

Fit note provided?

Yes

No

Was the absence work related?  
(If so please provide details.)

Yes

No

If so, was the accident reporting procedure followed?  Yes

No

Our organisation wishes to ensure there is a consistent approach to managing attendance.

Remember that keeping in touch and having both informal and formal conversations is key to a successful return to work.



## Reason for absence on this occasion

Record notes on discussion:

## Absence history

Number of days absent in 12-month period (including this absence)

Number of occasions of absence in 12-month period (including this absence)

Has the employee reached a trigger point and therefore subject to formal review?

Yes

No

Is support required from other areas (i.e. HR, OH&S)?

Yes

No

If so, outline the support required:

## Details of support required

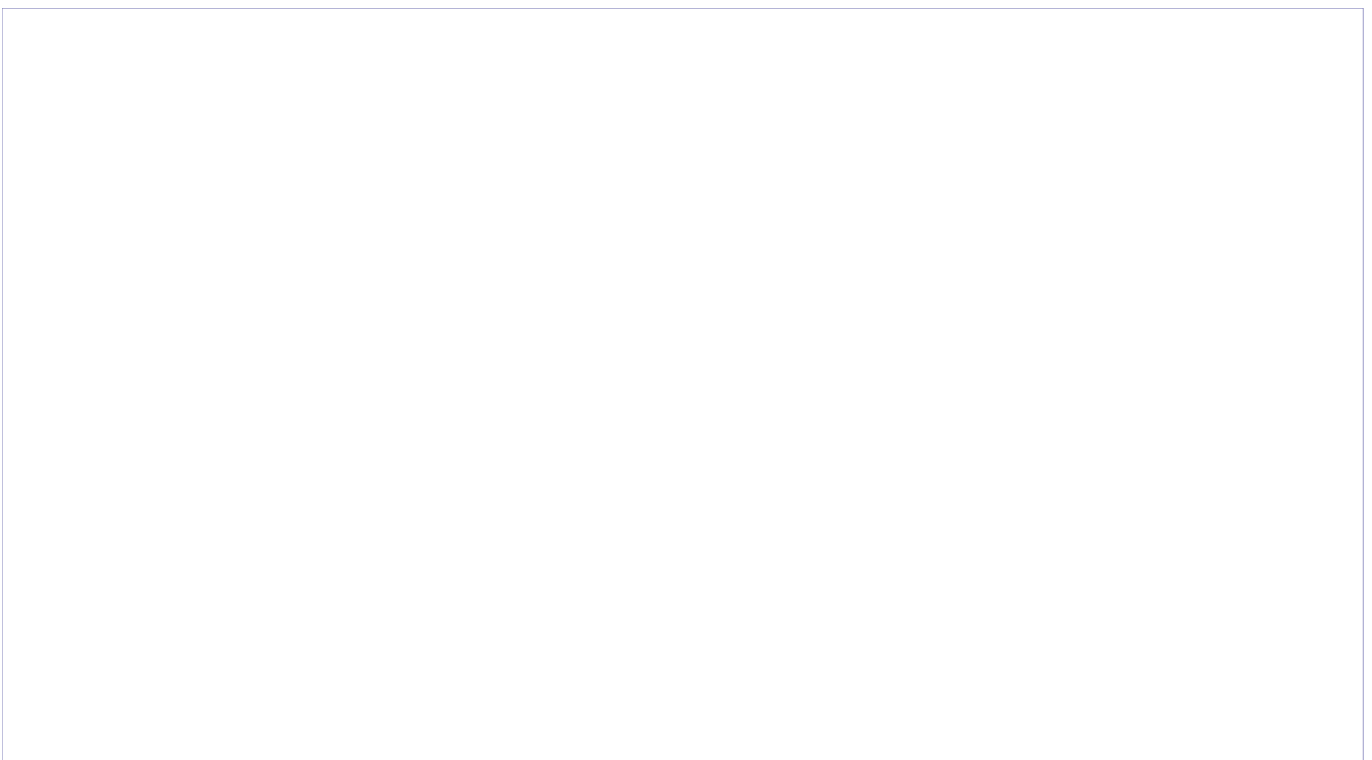
Where an Occupational Health report / Fit for Work Scotland Return to Work Plan or Medical Report from GP is available, use these as guidance.

**Consider the following areas:**

### **Phased return to work and/or altered hours**

A large empty rectangular box with a thin black border, intended for providing details on phased return to work and/or altered hours.

### **Amended duties / workplace adaptations (includes changing duties to take account of the health condition / changing aspects of workplace environment)**

A large empty rectangular box with a thin black border, intended for providing details on amended duties and workplace adaptations.

## Initial return to work meeting

Record brief notes on discussion and agree actions:

Employee  
signature

Date

Manager  
signature

Date

Agreed  
review date

## Review meeting update

Record brief notes on discussion and agree actions:

Employee  
signature

Date

Manager  
signature

Date

Agreed  
review date