

# Return to Work Interview

A Return to Work Interview must be conducted after **every** absence. It should be private and confidential, informal, structured and factual, carried out in a positive and supportive way, recorded and taken seriously.

**Before the Return to Work Interview ensure you have:** - Employee's Bradford Factor calculation  
- Previous RTWI notes if applicable

**ABSENCE STAGE 1 / 2 / 3 (circle)** Employee ..... **Dept** ..... **BF Score** .....

| MANAGEMENT PROCESS | MANAGEMENT NOTES  |
|--------------------|---|
| 1                  | "Welcome back" - tell them why they have been missed.   |
| 2                  | State the reason for the Return to Work Interview; all absence is monitored and the meeting is informal, but taken seriously.   |
| 3                  | Explain that the RTW interview is not part of the disciplinary process.   |
| 4                  | You might like to ask them how they are feeling now, and if they saw their GP (NB - no intrusive medical questions!).   |
| 5                  | Ask if there is any support they require from you / others at the College.  |
| 6                  | Inform them of their total number and duration of absences in the last 12 months and ask them to confirm if they agree with this record.  |
| 7                  | You must ask if their absence was disability related (NB - the College is required to record disability related absence separately from sickness absence - contact OH or HR for advice).                                |
| 8                  | Tell them their Bradford factor score.<br>NB - make sure you have not included any absences linked to disability or maternity in this calculation.  |
| 9                  | If they have hit a trigger point explain the consequences of this i.e. that they will be referred to OH and invited to either a first/second/third review meeting. Provide them with the absence management literature. |
| 10                 | Ask them if they have any questions regarding this.   |

**Signed Manager** ..... **Employee** ..... **Date** .....