

# Back To Work Discussion

---

## 1. Guidance for Line Managers

Following any period of sickness absence, regardless of the length of time, a back to work discussion should take place and a note made of this discussion.

Where concerns over absence arise, e.g. if an absence pattern is evident, or the individual is close to becoming a “matter for support”, or the employee is returning from a long period of absence, a more structured back to work discussion should take place to ensure the correct support is provided and any actions or follow-ups are identified. These types of discussions should be documented on this form.

Where possible, it should be completed on the first day of the employees return to work. If a member of staff is a homeworker or an Associate Lecturer, line managers will need to arrange a skype call and request that all documentation is emailed across.

A return to work discussion provides line managers with the opportunity to:

- Welcome the employee back from sickness absence;
- Confirm details of the absence and if applicable, ensure a self-certification form has been completed;
- Identify any support that is required to ensure the employee’s successful return to work, including discussing any measures that may have been recommended in the fit note or by Occupational Health;
- Update or review the employee’s Reasonable Adjustments Plan;
- Update the employee on work progress and events that took place during the period of their absence;
- Share the Bradford factor score and discuss implications of further sickness (where applicable) [Managers Guide for Finding and Calculating Bradford Score](#);
- Identify and discuss any sickness trends;
- Allow the employee to raise any concerns or questions and bring up any relevant matters;
- Identify any underlying causes of sickness absence and if applicable, discuss an Occupational Health referral;
- Identify any further actions such as issuing a Sickness Support Plan or undertaking a Stress Risk Assessment.

Once the back to work discussion has been completed, a copy of the documentation is to be provided to the employee.

Medical certificates relating to the absence should be sent through to the People Hub.

## 2. Back To Work Discussion Form

Section A – Personal details	
Name:	Staff Number:
Unit:	Team/Department:
Date of discussion:	

Section B – About this absence			
Reason for absence:			
First day of absence (date):	Last day of absence (date):	Working days (indicate period for associate lecturers):	
Absence report procedure followed:		Medical certificate supplied:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Absences in the past 12 months		
Total number of occurrences of absence:	Total number of working days (indicate period for associate lecturers):	Current Bradford Factor (n/a for associate lecturers):  S x S x D (S is the number of occasions of absence in the last 52 weeks. D is the total number of days absent in the last 52 weeks)

Section C - Record of discussion	
Absence:	<i>(Reason for absence, whether medically fit to return, on-going medical condition or other issues? Impact of absence on work/colleagues)</i>
Reasonable Adjustments for disabled staff:	<i>(If individual has a disability, then consider reasonable adjustments. If they already have reasonable adjustments in place, review their effectiveness and amend if required.)</i>
<p><i>Examples of questions to consider asking the individual on their return to work:</i></p> <ul style="list-style-type: none"> <li>• <i>Establish what the illness was and what impact it has had on them</i></li> <li>• <i>Is the individual on medication or were they previously taking any? Are there any side effects that could impact on them?</i></li> <li>• <i>Is the individual fit to return to work?</i></li> <li>• <i>Did the individual visit the Doctor and if so, what was the outcome of that visit?</i></li> <li>• <i>Establish what the doctor advised regarding adjustments etc. – more specifically in cases of injury, surgery etc.</i></li> <li>• <i>Where absence is a problem, refer to the impact on work colleagues.</i></li> </ul>	

Responsibility:	<i>(Responsibility for improvement if necessary, any actions required and by whom)</i>
<p><i>Considerations upon the individuals' return to work:</i></p> <ul style="list-style-type: none"> <li><i>• If the individual states they are ok to return to work but are still not feeling fully fit, advise them to self-monitor and ask that they advise of any changes to their condition.</i></li> <li><i>• If an attendance review meeting is required, advise the individual of this and inform them that it will be arranged separately.</i></li> </ul>	
Moving forward:	<i>(Focus on getting back to work, update on work activity, changes to policy, staffing etc., immediate work priorities)</i>
<p><i>Considerations upon the individuals' return to work:</i></p> <ul style="list-style-type: none"> <li><i>• Advise of work priorities and the immediate tasks to be carried out.</i></li> </ul>	

<b>Section D - Declaration</b>	
<p>Please note that in order to provide the appropriate support, the back to work discussion may need to be confidentially shared with other key staff, i.e. if there are changes in line manager, People Services Adviser, Senior People Services Adviser, or Occupational Health.</p>	
<b>Employee signature:</b>	<b>Date:</b>
<b>Line manager signature:</b>	<b>Date:</b>

You don't need to send a copy of this form to the People Hub, but you should provide a copy to the employee. You can email a copy by clicking the button below.

