**Return to Work Form**

**Last updated: February 2021**

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| **Name:** |  | **Team:** |  | |
| **Reason/s for absence:** | | | | |
| **How are you feeling, are you fully recovered?** | | | | |
| **Was your absence disability related sickness absence?** | | | **Yes\*** | **No** |
| **Length of absence:** | | |  | |
| **Number of absences in the last 12 months:** | | |  | |

\*If yes, please ensure to update your details on the Equality Monitoring tab on [MyView](https://www.nottingham.ac.uk/hr/services/myview.aspx)

**For Covid-19 related absence, please follow the Covid-19 guidance available at:** [**https://www.nottingham.ac.uk/coronavirus/**](https://www.nottingham.ac.uk/coronavirus/)

If you are unable to update your details on MyView, please contact HR at: [hr@nottingham.ac.uk](mailto:hr@nottingham.ac.uk)

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| --- | --- | --- | --- | --- |
| **Did you seek medical attention?** | | | **Yes** | **No** |
| **Do you have any follow up appointments?** | | | **Yes** | **No** |
| **Did a GP make any recommendations on a fit note?** | | | **Yes** | **No** |
| **Is there anything we can do to help?** | | | **Yes** | **No** |
| **If yes to any of the above questions, please discuss and record any actions agreed** | | | | |
| **Are you aware of the UoN Sickness Absence Management Policy?** | | | **Yes** | **No** |
| **Is this absence part of an overall pattern?** | | | **Yes** | **No** |
| **Discuss absence policy or pattern concerns and/or any operational matters which will support the return to work** | | | | |
| **Signed by Manager** |  | **Date:** | | |
| **Signed by employee** |  | **Date:** | | |

**Preparation**

**Purpose**

A form to help record an informal return to work discussion. A return to work discussion aims to find out the reasons for absence and whether they are likely to recur so appropriate support can be offered to the staff member.

Prior to the return to work meeting, you may want to prepare the following to aid you in having

an open and supportive conversation:

* check the employee’s absence notes
* review any fit notes
* check if trigger points have been reached
* ensure you have a private space reserved for the meeting

**During the meeting**

The form is a guide to help you structure return to work meetings, but the real value is in the conversation. It is good practice that a return to work discussion should include:

* Welcome the employee back and if appropriate that they were missed
* Check whether the absence has been taken under the correct policy eg if the absence was to care for a dependent in an emergency this would be covered by the Special Leave Policy
* Update the employee on any developments that have occurred during their absence
* Let the employee know if their absence has triggered any requirement for an informal or formal meeting under the policy
* Consider whether any adjustments should be made to assist the employee at work in the light of the medical information
* In the light of information, consider whether a risk assessment is required of the area and procedures
* Consider whether a stress risk assessment should be undertaken if the individual was absent with work-related stress
* If you have any role specific requirements for managing absence such as filling out food handling guidance questionnaire this should be covered within the meeting
* Inform the employee that you will be taking notes of the discussion and explain that the notes may be referred to in the future. Assure them that the notes will be kept confidentially and in a secure place.

If you are concerned at any stage about the effects work may be having on an employee’s health, or the effects their health may be having on their work, please contact Human Resources via email: [hrer@nottingham.ac.uk](mailto:hrer@nottingham.ac.uk) and/or Occupational Health for advice. Referrals can be made to Occupational Health at any time where there is a need to gain that medical advice.

**Promote other support networks where relevant:**

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| --- | --- |
| **University Counselling Service** | <https://www.nottingham.ac.uk/counselling/index.aspx>  One-to-one consultations are FREE for staff |
| **Employee Assistance Programme (EAP)** | <https://www.uonemployeehub.com/employee-assistance-programme.aspx>  Offering practical information and emotional support for any issues, available 24/7 |
| **Dignity Advisers** | <https://uniofnottm.sharepoint.com/sites/DignityAdviserNetwork>  Impartial and confidential support to staff who have issues/concerns regarding harassment, bullying and victimisation |
| **Menopause Guide** | <https://www.nottingham.ac.uk/hr/guidesandsupport/equalityanddiversitypolicies/>  Aimed at managers, but lots of useful information for staff as well |
| **Free Eye Test Vouchers** | <https://www.nottingham.ac.uk/safety/policies-and-guidance/dse/dse-eye.aspx>  If display screen equipment use forms a significant part of a role, then the UoN provide a free Boots eye test voucher to get your eyes tested regularly |
| **Mental Health First Aider (MHFA)** | <https://uniofnottm.sharepoint.com/sites/MentalHealthFirstAid>  A Mental Health First Aider can speak to staff, non-judgmentally, about anything they are struggling with |
| **Self Help Resources** | <https://www.nottingham.ac.uk/counselling/self-help-resources/self-help-resources.aspx>  Details of apps, books, guides, podcasts and web sites to support with health and wellbeing |
| **Online Wellbeing Programme** | <https://moodle.nottingham.ac.uk/course/view.php?id=48618>  Guidance on how to take control of your wellbeing through a programme of learning on Moodle. |
| **Health and Wellbeing** | <https://www.nottingham.ac.uk/sport/health-and-wellbeing-home.aspx>  Exercise is essential for both physical and mental wellbeing and UoN Sport have classes, workouts, guides to help |

**Outputs**

These could include requests for adjustments; informal arrangements in relation to agreed adjustments; reasons why adjustments could not be made; concerns raised by the employee or any actions that should be followed up after the discussion.

**After the meeting**

The form should be shared with the employee to agree the content. Please store confidentially in a secure staff file for no longer than the current year, plus one, unless there is an ongoing business reason for doing so.

**You can find more guidance, including the full absence process and policy on the HR web site at:** <https://www.nottingham.ac.uk/hr/guidesandsupport/absenceandannualleave/sicknessabsence/index.aspx>