

# Return to Work Interviews

The Return to Work interviews are an opportunity to openly discuss any health and other associated problems in a supportive way, addressing issues at an early stage and improving attendance at work.

The return to work interview (RTWI) must be conducted by the line manager when a member of staff returns from a period of absence and completed online via MyView on the Return to Work Interview Form, and agreed by the employee and the line manager, whatever the length of absence. The meeting must be held in private and in a sensitive, professional and competent manner.

## How to prepare for a return to work interview

- Ensure you have the right information: Check current and previous absences, has the employee reached a trigger point or are they approaching one?
- Establish any trends or patterns of absence
- Think about how you would respond to any requests, e.g., flexible working
- Familiarise yourself with policies
- Be prepared to discuss the employees absence in detail

## Return to Work Interview Discussion

The content of the discussion will vary according to the situation, but may include:

- Welcome the member of staff back to work
- Ensure the member of staff is fully fit to return to work
- Explain the purpose of the return to work meeting
- Try to determine the cause of the absence if not already clear (and if they have a disability/whether the provisions of the Equality Act 2010 apply)
- Establish if their sickness is work-related and whether there are any health and safety issues you need to address;
- Address any problem (work-related or otherwise) that may be causing or contributing to the absences
- If the individual is approaching or has reached a trigger point, explain that this is the case and what the next action will be
- Could any recommended Occupational Health adjustment be put in place in order to reduce or eliminate absence OR Confirm any adjustments to the workplace/hours/duties
- Are there any other problems contributing to the absence
- Update employees on any news while they were off
- Agree a shared action plan

## Recording Return to Work Interview Date

**For managers who input sickness via 'My View'**

- The date can be input on the relevant sickness screen provided that the sickness entry for that period has not been submitted

