**Template for Return to Work Discussions particularly if absence is of concern**

**Welcome back** – Manager/Supervisor to welcome back the member of staff and check they are well enough to be at work. Introduce purpose of the meeting.

**Purpose** – the purpose is to ensure that the member of staff feels supported to attend work on a regular basis wherever possible

**Confirm reason for absence**

**Introduce discussion about absence history:**

* Congratulate on usual good attendance where appropriate
* Summarise absence history in the last 12 months and highlight any patterns in either when the days occur or reasons for absence.
* If there are patterns in the reason for absence then explore any underlying health problems, work related or welfare issues. This may result in a referral to occupational health so seek advice from HR as required.

**Discuss how work was covered during absence** - opportunity to update on any news or developments during the absence period

**Confirm what other support may be helpful –** this may depend on the circumstances but could include Occupational Health, Staff Counselling, Wellness Action Plan, Risk Assessment, adjustments to duties, or a period of reduced hours working. Any of these options may need further discussion with HR.

**Repeated absence–** where an individual has repeated absences, i.e. after several episodes of absence, please refer to HR