

RETURN TO WORK INTERVIEW

The aim of the return to work interview is:

- to assist your manager and the company identify where they can help your return to work and/or to help prevent a similar illness reoccurring
- to update you on any developments in your absence and discuss how your work was reallocated

Employee Date	
Line Manager conducting interview	
Date of Interview	
Date(s) of Sick Leave	
Total number of sick days in last 12 months	
Did the Employee follow Company guidelines regarding notification? (If no, give details)	
Was a medical certificate provided, if required?	

How are you feeling? Discuss reasons for absence.
Was the illness work related?
Do you feel that there is anything the Company can do to assist your return/help you in future?
If appropriate, discuss the individual's pattern of sick leave. Ask if there are any reasons for the pattern? Discuss the company's approach if necessary.
Update on work developments and work during absence.
Any other points discussed.

A copy of the interview notes should be sent to the employee for their own records, a second copy should be placed on the employee's file.