

Return to Work Interview

A Return to Work Interview must be conducted after **every** absence. It should be private and confidential, informal, structured and factual, carried out in a positive and supportive way, recorded and taken seriously.

Before the Return to Work Interview ensure you have: - Employee's Bradford Factor calculation
- Previous RTWI notes if applicable

ABSENCE STAGE 1 / 2 / 3 (circle) Employee **Dept** **BF Score**

MANAGEMENT PROCESS	MANAGEMENT NOTES
1	"Welcome back" - tell them why they have been missed.
2	State the reason for the Return to Work Interview; all absence is monitored and the meeting is informal, but taken seriously.
3	Explain that the RTW interview is not part of the disciplinary process.
4	You might like to ask them how they are feeling now, and if they saw their GP (NB - no intrusive medical questions!).
5	Ask if there is any support they require from you / others at the College.
6	Inform them of their total number and duration of absences in the last 12 months and ask them to confirm if they agree with this record.
7	You must ask if their absence was disability related (NB - the College is required to record disability related absence separately from sickness absence - contact OH or HR for advice).
8	Tell them their Bradford factor score. NB - make sure you have not included any absences linked to disability or maternity in this calculation.
9	If they have hit a trigger point explain the consequences of this i.e. that they will be referred to OH and invited to either a first/second/third review meeting. Provide them with the absence management literature.
10	Ask them if they have any questions regarding this.

Signed Manager **Employee** **Date**