

Return to Work Review Meeting

Ensure you are familiar with the employee's case and have all information to hand prior to the meeting

Complete RTW on the day employee returns to work if not within first three working days

Complete return to work paperwork as you progress through the meeting capturing every relevant detail

Return to work interviews may be carried out by telephone where appropriate (not where there are a high number of absences)

Explain the purpose of the meeting is to offer support, ensure that the employee is fully recovered and that absences are not exceeding more than 2 episodes in any rolling year

Discuss, where appropriate whether secondary employment has any affect on Trust employment

Explain sickness absence policy remembering to mention trigger

Where appropriate point out that the number of periods of absence is potentially unacceptable to the Trust

Outline the specifics of the absence being mindful of injury type, whether fully recovered or reoccurring problem. Discuss current progress, appointments & family problems (treat confidentially)

Offer any potential support if needed considering what has already been offered or given i.e. OH referral, EAP

At third meeting give careful consideration to sanctions or targets to support staff to bring about improvement

Set review meeting date for 6 months, hold formal meeting if absence occurs sooner

Overtime restriction

Informal verbal warning (valid for 6 months)

Revoke permission for secondary employment

Communicate expectations for improved attendance. Make employee aware of any impending reviews where necessary

Ensure paperwork is signed, placed in personnel file and a copy given to the employee

Document meeting and outcomes on GRS