**Sickness absence - Return to Work meeting**

This checklist is intended as an aide memoire. Not all points will be applicable to short absences. It is good practice to keep a written record of any important issues discussed at a return to work meeting

## Recent illness

* Does the person feel fully recovered?
* Evidence of absence trigger points met?
* Does the person require any special assistance or arrangements to evacuate their workplace(s) in the event of an emergency?
* Do they have any concerns over resuming normal duties?
  + If so, are any temporary alterations to duties needed?
* Does the person think their illness may have been related to an activity or incident at work?
  + If yes you should inform the Health & Safety Department and the HR Department immediately and consider referral for an Occupational Health assessment1
* Is the person undergoing any treatment/taking medication that may affect them at work?
  + If yes review risks & consider referral for Occupational Health advice
  + Review any previous Occupational Health reports

## Future fitness & well-being

* Does the person have any continuing health problems that might affect attendance or fitness for duties in future?
  + If yes, consider referral for an Occupational Health opinion
* Will the person need time away from work to attend doctor’s appointments etc?Does the person have any problems in their work or personal life that might affect attendance or ability to cope with their work?
  + If yes, remind the person of support available via Employee Assistance Programme, the staff counselling & advice service.
  + Discuss any set patterns of absence (if applicable) and expectations on future attendance

## Resuming work

* Update on any workplace developments whilst absent (e.g. changes in procedures, staff, important announcements)
* Discuss handover of work covered by others whilst absent, if appropriate
* Discuss operational impact of absence, including arrangements for dealing with backlogs of correspondence & work tasks
* Discuss any required adjustments e.g. build-up in hours of work and duties (if one has been recommended by Occupational Health/GP)
* Review work plans or performance targets

## Documentation

* Sickness absence notification completed on PeopleNet
* Doctors certificate supplied (*Required* for absences of more than 7 calendar days)
* Return to work form and Doctors certificate (if applicable) sent to HRhelpdesk@stmarys.ac.uk
* Notes of any significant issues discussed or agreements made sent to HRhelpdesk@stmarys.ac.uk

**For further guidance see Sickness Absence Policy and Procedure**