



**SICK OR UNAUTHORISED ABSENCES
RETURN TO WORK INTERVIEW**

Employee details

Name:

Job Title:

Absence: From To

Reason for absence:

Record of absence since: _____

Total No.of days absent _____ No. of periods of absence _____

Interview

Date: Time:

- What is the reason for the absence?
- Is there a medical reason for the absence?
- Is there anything that the College can do to help?
- Is it likely to be an on-going reason that the College should be aware of?
- Was medical advice sought?
- Was medication prescribed?
- Is any other medication being taken?
- Could the medication affect the ability to operate machinery, or make the person drowsy?
- Is there anything that might interfere with the normal performance of duties?
- Would you like to see the College Nurse?
- Is there anything relating to the absence that the College should be aware of for the future?

Conclusions arising from the interview, and any further action to be taken:
.....
.....

Signed: Date:

Head of Department/supervisor

I confirm that I have seen the completed Return to Work Interview Form.

Signed: Date:
Member of Staff

RETURN TO WORK INTERVIEW - Guidelines

Sickness absence or unauthorised absence from work is a concern for both the College and the employee. A Return to Work interview can help to assess any work related issues that may arise or health problems of which the College should be aware.

1. When the member of staff returns to work the Head of Department or supervisor should arrange an interview. This should be done as soon as possible. The member of staff may request that the interview be conducted by the Nurse or Personnel Officer where absences relate to personal issues or are of a sensitive nature.
2. The Head of Department/supervisor should ensure that a self-certification form has been completed and the appropriate doctor's certificate provided where applicable.
3. The interview need only take a few minutes, but it will highlight that the absence has not been ignored and ensures that the College is aware of any health and safety implications both for the individual and the actual work.
4. The interview will provide the opportunity to investigate whether there are any work-related reasons for the absence, for example following an accident which may have gone unreported, or a working procedure that may need to be amended.
5. The interview will also give the opportunity to explore any medical reason why the individual has had time off which they might otherwise be reluctant to discuss. Provided confidentiality is assured issues may come out that the College can assist with or allow the Department to make adjustments to help the person concerned.
6. It is also an opportunity to remind staff that absence levels are monitored. Where there is an excessive level of absence or a recurring illness the College may feel it needs to obtain an opinion for the employee's own doctor or refer them to an independent medical advisor.