

**Return to work (RTW) Interview form**



<b>1) Employee Details:</b>			
Name:		Job title:	
Location:		Start Date:	
<b>2). Line Manager Details:</b>			
Name:		Job title:	
<b>3). Absence Details:</b>			
First day of absence:		Last day of absence:	Total number of hours / days absent (include ½ days):
<b>Detail any non working days during absence:</b>			
Number of periods of absence in the last 6 month period:		Note: if there are 3 or more absences during the last 6 months a formal absence review may be held:	
<b>4). Summary of Discussion:</b> (Please refer employee to intranet for the managing attendance policy)			
Is the person fit to return to normal work duties?	Yes <input type="checkbox"/> No <input type="checkbox"/>	What were the reasons for the absence?	
Did they visit their GP?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If employee has visited a Doctor/Hospital, Please provide details:	
Have you received a fit note?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If applicable - I.e. 8 calendar days or more	
Are there any underlying medical issues?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please provide information:	
Are they on any medication that may impact on their ability to carry out their role?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please provide details:	
Any further issues to be aware of?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please provide information:	
<b>5). Next stage:</b>			
<input type="checkbox"/> No further action to be taken. (If no further action is taken, please outline the reasons). _____			
<input type="checkbox"/> Target date for improvement set – Please specify date: _____			
<input type="checkbox"/> Proceed to Attendance Hearing (Liaise with your people services advisor)			
<b>6). Employee Declaration:</b> I understand the commitment that is required to maintain good attendance levels and I understand the Company's Managing Attendance Policy.			
Employee Signature:		Date:	
Manager signature:		Date:	