

Return To Work Interview

Document absence details, fitness to return and any support agreed. Create a fair, consistent record for every return conversation.

Title: _____

Severity: _____ Site: _____

Date / Time: _____ Completed by: _____

Employee Details

1 Employee name *

2 Job title or role

3 Department or team

4 Line manager conducting interview *

5 Date of interview *

Absence Details

6 First day of absence *

7 Last day of absence *

8 Total days absent

9 Was the absence related to a workplace incident?

Yes

No

N/A

10 Reason for absence

Illness or injury

Hospital or surgery

Mental health

Musculoskeletal

Workplace injury

Personal or family reasons

Other

11 Further details about the absence

Fit for Work

12 Has the employee provided a fit note or GP letter?

Yes

No

N/A

13 Are there any restrictions or adjustments recommended?

Yes

No

N/A

14 Details of restrictions or adjustments

15 Is a phased return required?

Yes

No

N/A

16 Phased return details and dates

17 Has the employee been referred to occupational health?

Yes

No

N/A

Wellbeing and Support

18 Does the employee feel well enough to return to full duties?

Yes

No

N/A

19 Are there any ongoing health concerns the employer should be aware of?

Yes

No

N/A

20 Details of ongoing concerns

21 Is any additional support or training needed before resuming duties?

Yes

No

N/A

22 Support or training details

Absence History

23 Number of absence occurrences in the last 12 months

24 Total days absent in the last 12 months

25 Has an absence trigger point been reached?

Yes

No

N/A

26 Action to be taken if trigger point reached

Agreed Actions

27 Summary of actions agreed during the interview

28 Follow up review date

29 Any further notes or comments

Sign-off

30 Employee signature *

Signature

31 Manager signature *

Signature

32 Date signed *
