**A return to work interview must be conducted after every absence.**

**Before the RTW Interview ensure you have:**

* **Employee’s Bradford Factor calculation and total absences in the last 12 months (PED can provide this, along with any support and guidance)**
* **Previous RTW notes if applicable**

**For guidance on completing this form, please see: *Absence RTW guidance* and Sickness & *Absence Policy*.**

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| **Employee name:** | **Date:** |
| **Department:** | **YTD Bradford Score:** |

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| **Return to work discussion points** |
| **Reason for absence?** |
| **How are you feeling now- Do you feel fit/ well enough to be back at work?** |
| **Is there anything we should know, e.g., medication or health needs affecting work? If yes, specify:** |
| **Are any adjustments needed to support your return/ If yes, specify:**  **Temporary or permanent?**  ***(Note: Always consult with PED or Occupational health before agreeing to anything permanent or significant adjustments)*** |
| **Total absences last 12 months:**  **Employee confirms record is correct: ☐ Yes ☐ No** |
| **Bradford Factor score:**  **(Discuss patterns; use as a support tool, not a penalty)** |
| **Manager notes and any agreed actions:** |

**Long Term absence/ Additional support**

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| **Has an OH referral been considered/undertaken? ☐ Yes ☐ No** |
| **Further DSE assessment needed? ☐ Yes ☐ No** |
| **Are there any adjustments to support their return (e.g phased return, more regular 121s?) ☐ Yes ☐ No**  **If yes, specify:** |
| **Consider completing a wellness action plan (WAP) to support ongoing wellbeing. WAP Implemented? ☐ Yes ☐ No** |

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| **Signed Manager:** | **Signed Employee:** | **Date:** |