Employee name:

Department:

Bradford Score:

A return to work interview must be conducted after every absence. It should be private and confidential, informal, structured and factual, carried out in a positive and supportive way, recorded and taken seriously.

Before the RTW Interview ensure you have:

* Employee’s Bradford Factor calculation (PED can provide this)
* Previous RTWI notes if applicable

|  |  |
| --- | --- |
| Management Process | Management Notes |
| “Welcome back”- State the reason for the RTWI; all absence is monitored and the meeting is informal.  |  |
| Ask them how they are feeling now? Do they feel fit enough to be back at work? |  |
| Did they consult their GP due to their absence? (NB- no intrusive medical questions!) |  |
| Ask if there is any support they require from you or others?  |  |
| Is there anything we should be aware of? (any medication being taken which may impact them or they need support with?) |  |
| Inform them of their total number and duration of absences in the last 12 months and ask them to confirm if they agree with this record. |  |
| Tell them their Bradford Factor score explain trigger points. |  |
| Ask them if they have any questions regarding this.  |  |

If the employee has been off for a long period of absence, ensure that you explore the following steps

|  |  |
| --- | --- |
| Management Process | Management Notes |
| Has a OH referral been considered/undertaken? Do they feel this would be beneficial? |  |
| Do they require a further DSE assessment? |  |
| Are there any adjustments which may help them with their return (change to working hours?) |  |
| Consider the wellness action plan to find out how to support the employee moving forwards.  |  |

Signed Manager: Employee: Date: