

# Return-to-work interview

Complete one form per absence. Keep on the employee's HR file. Health information is special category data under UK GDPR.

EMPLOYEE NAME	JOB TITLE / DEPARTMENT
MANAGER CONDUCTING INTERVIEW	DATE OF INTERVIEW
ABSENCE START DATE	ABSENCE END DATE
REASON GIVEN FOR ABSENCE	TOTAL WORKING DAYS LOST

## Interview discussion Tick once each topic has been covered. Make notes alongside.

- 1. Welcome and how the employee is feeling now**  
*Note any concerns the employee raises about returning*
- 2. Reason for absence and any guidance from a fit note or healthcare provider**  
*Detail only what is needed to agree adjustments*
- 3. Any work-related factors that contributed (workload, environment, stress)**  
*If yes, agree follow-up action and a date to review*
- 4. Reasonable adjustments needed (temporary or permanent)**  
*Phased return, hours, duties, equipment, breaks*
- 5. Updates on team, work, deadlines, training missed during absence**  
*Confirm what handover or catch-up the employee needs*
- 6. What colleagues should and should not be told about the absence**  
*Record the employee's preference on confidentiality*
- 7. Need for occupational health referral or Access to Work scheme**  
*Tick if a referral will be made and note who arranges it*
- 8. Trigger point reached this rolling 12-month period?**  
*If yes, explain next steps to the employee in plain terms*

## Adjustments and follow-up agreed Confirm in writing to the employee within 5 working days.

REVIEW DATE FOR ADJUSTMENTS	TRIGGER POINT REACHED
	<input type="checkbox"/> Yes <input type="checkbox"/> No
MANAGER SIGNATURE	DATE
EMPLOYEE SIGNATURE (OPTIONAL)	DATE