

SICKNESS ABSENCE RETURN TO WORK FORM

TO BE COMPLETED BY HEADTEACHER/ MANAGER:

Managers Checklist <ul style="list-style-type: none"> Welcome employee back Review of Self certificate/ medical statement/ fit note where appropriate provided by employee : Confirm reason for absence: Check employee is fully recovered and fit for work: Discuss any support employee may require Discuss how best to implement any adaptations/ support recommended by Occupational Health Review attendance and whether triggers met Discuss the impact of absence Where appropriate outline expectations for improvement Move on and update employee on work and team activities 	
BRIEF NOTE OF DISCUSSION	
Employee's comments:	
Any Actions Arising (please tick)	Informal Stage meeting required
Occupational Health Referral required	Formal Stage meeting required?
Trigger levels met?	Final Stage meeting required?

I certify that I completed this form in the presence of the employee concerned and we have discussed its content and any actions arising.

Headteacher/ Manager's name and signature		
Employee's name and signature		
Date		

Please attach the completed form and any medical statements/ fit notes to your attendance sheets and file in personnel file.