Return to work discussion

This is to be used by the line manager to record their discussion with an employee who is returning to work after sickness. For more information about the return to work discussion visit: [york.ac.uk/admin/hr/browse/leave-and-absence/sickness-absence](https://www.york.ac.uk/admin/hr/browse/leave-and-absence/sickness-absence)

## Section 1 – Absence details

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| **Employee name** |  |

**Number of spells and days of sickness absence in the previous twelve months, include this latest absence and the reasons for absence.**

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## Section 2 – Record of discussion

**Record details of the discussion**

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**What further action was agreed, if any?**

Include brief details of any [supportive measures](https://www.york.ac.uk/admin/hr/browse/health-and-well-being) put in place, and indicate if any action in line with the [managing ill-health and sickness absence guidance](https://www.york.ac.uk/admin/hr/policies/leave-and-absence/sickness-and-ill-health/guidance/) will be considered, following this absence.

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## Section 3 – Employee and Manager confirmation

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| **Employee’s signature** |  |
| **Line manager’s signature** |  |
| **Date** |  |

## What to do next

* If the absence has been 8 days or more check that a Statement of Fitness for Work (Fit Note) has been completed by a healthcare professional, and send to payroll
* A copy of the completed form should be offered to the employee
* The completed form should then be stored securely with the employee’s departmental file