# Template for a return to work meeting

Use this template to structure and record a return to work meeting after sick leave.

Date:

Employee name:

Name and role of person carrying out the meeting:

## Updates

### Have you updated the employee on any changes at work while they have been away?

[Yes / no]

[Give details]

## Confidentiality

### Have you let the employee know that the information they share will stay confidential?

You should only share this information with someone else if the employee agrees that you need to.

[Yes / no]

[Give details]

## Details of absence

### What was the reason for the absence?

[Give details]

### Was the absence linked to disability or pregnancy?

[Yes / no]

[Give details]

### Length of absence:

[Give details]

### Number of days of absence in the last 12 months:

### [For organisations with an absence trigger point policy] Is the employee close to reaching any absence trigger points?

[Yes / no]

### [If they have reached a trigger point] Have you agreed a date for an absence review to discuss further support?

[Yes / no]

## Discussion questions

### Is the employee ready to return to work?

[Yes / no]

### Do they have a doctor’s note saying they are fit for work?

[Yes / no]

### Has their doctor recommended any actions, for example a phased return to work?

[Yes / no]

[Give details]

### Have you agreed any actions to support the employee’s return to work?

This might include:

* reasonable adjustments – required by law (Equality Act 2010) to reduce or remove a disadvantage related to someone’s disability
* an occupational health referral
* mental health support
* changes to the employee's hours or duties

[Yes / no]

[Give details]

### Is there anything that might affect their recovery or cause the sickness to happen again?

[Yes / no]

[Give details]

## ****Next steps****

Has the employee already returned to work?

[Yes / no]

If not, have you agreed a date for the employee to return?  
[Yes / no]

[Give details. Include date of next review meeting if they are not returning]