**Template: Return to Work Meeting Format**

This should be amended to suit your company’s requirements.

On the day an employee returns to work a return to work interview must be conducted in private.

Prior to meeting check the detail of the employee’s absence:

* How long have they been off work?
* What day / date did the absence start on?
* What day / date did they return to work?
* Why were they off?
* Did they follow all stages of the procedure?
* Was a doctor consulted and if so were any recommendations made?
* Have any triggers been activated?

The return to work meeting structure

1. Welcome employee back.
2. Ask how they are.

1. Ask about the cause of the absence and for any relevant documentation to be completed / submitted.
2. Let them know if any triggers were activated due to the absence and if so what next.
3. Let them know of any changes in the workplace during their absence.
4. Give the employee the opportunity to raise any issues which may be causing them concern.
5. Offer help and support if necessary.
6. Take a note of any agreed actions and follow up on these after the meeting.