

Return-to-Work Interview

***i** Hold a short, supportive return-to-work meeting after any absence. It shows you care, confirms the employee is fit to return, and helps you spot patterns early. Keep it confidential.*

Employee name	[Name]
Job title / department	[Role] / [Department]
Manager	[Name]
Meeting date	[Date]
First day of absence	[Date]
Last day of absence	[Date]
Total days absent	[Number]
Return date	[Date]

Reason for absence

[Record the reason given for the absence.]

Discussion

***i** Tick / complete as appropriate. Keep the tone supportive rather than an interrogation.*

Was the absence reported correctly?	[Yes / No — notes]
Is a fit note / medical evidence held?	[Yes / No / N/A]
Is the employee now fully fit to return?	[Yes / No]
Any adjustments or support needed?	[Details]
Is this part of a wider pattern?	[Yes / No — notes]
Anything outside work we should know?	[If shared]

Agreed actions

Action	[What was agreed]
By whom	[Name]
By when	[Date]

Follow-up / review	[Date, if needed]

Sign-off

Employee signature	_____
Manager signature	_____
Date	[Date]

i *If absence levels are a concern, consider your absence policy and any trigger points before escalating.*