

# Return To Work Interview



The aim of the return to work interview is to assist your manager and the company identify where they can help your return to work and/or to help prevent a similar illness reoccurring and to update you on any developments in your absence and discuss how your work was reallocated

## Details At A Glance

<b>Employee Name</b>	
<b>Line Manager conducting interview</b>	
<b>Date of Interview</b>	
<b>Date(s) of Sick Leave</b>	
<b>Total number of sick days in last 12 months</b>	
<b>Did the Employee follow Company guidelines regarding notification? (If no, give details)</b>	
<b>Was a medical certificate provided, if required?</b>	

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## Questions

How are you feeling? Discuss reasons for absence.

Was the illness work related?

Do you feel that there is anything the Company can do to assist your return/help you in future?

If appropriate, discuss the individual's pattern of sick leave. Ask if there are any reasons for the pattern?

Discuss the company's approach if necessary.

Update on work developments and work during absence.

Any other points to discuss.

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Signature Employee

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Signature Line Manager

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## Further Notes