**Return to Work Interview FORM RTWI**

A Return to Work Interview must be conducted after **every** absence. It should be private and confidential, informal, structured and factual, carried out in a positive and supportive way, recorded and taken seriously.

**Before the Return to Work Interview ensure you have:** - Employee’s Bradford Factor calculation

- Previous RTWI notes if applicable

# ABSENCE STAGE 1 / 2 / 3 (circle) Employee Dept BF Score

**MANAGEMENT PROCESS MANAGEMENT NOTES**

1. “Welcome back” - tell them why they have been missed.
2. State the reason for the Return to Work Interview; all absence is monitored and the meeting is informal, but taken seriously.
3. Explain that the RTW interview is not part of the disciplinary process.
4. You might like to ask them how they are feeling now, and if they saw their GP (NB – no intrusive medical questions!).
5. Ask if there is any support they require from you / others at the College.
6. Inform them of their total number and duration of absences in the last 12 months and ask them to confirm if they agree with this record.
7. You must ask if their absence was disability related

(NB – the College is required to record disability related absence separately from sickness absence – contact OH or HR for advice).

1. Tell them their Bradford factor score.

NB - make sure you have not included any absences linked to disability or maternity in this calculation.

1. If they have hit a trigger point explain the consequences of this i.e. that they will be referred to OH and invited to either a first/second/third review meeting. Provide them with the absence management literature.
2. Ask them if they have any questions regarding this.

# Signed Manager Employee Date

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