

You, your workforce and their representatives agree return to work policy and the policy is implemented and supported



Employee notifies you of their absence



Activate return to work procedures



Action you need to take while the employee is absent

THROUGHOUT THE ABSENCE

While your employee is off work sick, remember to record and monitor their sickness absence

Keep in contact with your employee during their absence from work

AT DIFFERENT STAGES OF THE ABSENCE

With information from your employee, begin to plan return to work

Make use of professional advice if necessary

Appoint a co-ordinator if necessary

Agree return to work plan with your employee and their representatives

Put return to work plan into operation and monitor progress

Consider long-term prospects for continued employment if necessary

NUMBER OF DAYS ABSENCE AT WHICH TO CONSIDER ACTION

0

14

21

28

Flow of time

Employee returns to work

Welcome your employee back. Conduct a return to work interview. Monitor patterns of absence. If short-term absences are frequent, discuss underlying issues

Conduct a return to work interview

Review your employee's progress against the plan