

OFFICIAL

Supporting attendance toolkit

Manager's return to work discussion checklist

Introduction

This form sets out what you'll need to do before and during the return to work discussion. You should carry out a return to work discussion on the day the employee returns to work following any period of absence. You can find more information on this in [supporting attendance: manager's guide](#).

Before the meeting:

(✓)

- | | |
|--|--------------------------|
| • Arrange a suitable time and venue to conduct the meeting. | <input type="checkbox"/> |
| • Allow for enough time to discuss the absence. | <input type="checkbox"/> |
| • Have details of the employee's attendance record. | <input type="checkbox"/> |
| • Be familiar with our supporting attendance policy and the trigger points for a formal attendance review meeting (You can find further information on this in supporting attendance: manager's guide .) | <input type="checkbox"/> |

At the meeting:

- | | |
|--|--------------------------|
| • Welcome the employee back to work. | <input type="checkbox"/> |
| • Confirm that they're fit to be back at work. | <input type="checkbox"/> |
| • Discuss and confirm the reason for their absence and if this is likely to happen again. | <input type="checkbox"/> |
| • Try to identify any issues, work related or otherwise, which may be affecting their health and attendance. | <input type="checkbox"/> |
| • Discuss any further help and support they may need, such as the services available from our employee assistance provider. | <input type="checkbox"/> |
| • Update them on any workplace matters or developments. | <input type="checkbox"/> |
| • Discuss any adjustments that have been agreed (this may be based on advice detailed on the statement of fitness for work, or from OHS). | <input type="checkbox"/> |
| • Discuss how long the suggested adjustments will be in place for. | <input type="checkbox"/> |
| • Arrange a date for review, confirming details in writing. | <input type="checkbox"/> |
| • Ensure the sickness absence certificate is completed. | <input type="checkbox"/> |
| • Confirm whether you will take any further action, for example, a formal attendance review meeting or referral to occupational health, if appropriate. | <input type="checkbox"/> |
| • Advise the employee that further absences may result in further management action where their attendance is giving cause for concern and is reaching an unsustainable level. | <input type="checkbox"/> |