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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.
- Allow for enough time to discuss the absence.
- Have details of the employee's attendance record.
- 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.](#))

At the meeting:

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

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