Return To Work Policy

PHX156

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Objective

The objective of this Return-to-Work Plan is to support the smooth reintegration of an employee who has been absent for six months or longer for any reason, including but not limited to sickness and maternity/paternity leave.

The plan will focus on helping the employee familiarise themselves with the company, their role, and any changes that have occurred during their absence. The success of this plan will ensure a seamless transition back into work, improving the employee's confidence, productivity, and overall work experience.

For Planned Absences

- Discuss Keeping in Touch days for employees taking maternity/paternity leave with HR & manager.
- Discuss planned return schedule.

Pre-Return Communication

- Prior to the employee's return, schedule a meeting to discuss their concerns, goals, and any change in circumstances that occurred during their absence.
- Share relevant updates about company policies, organisational changes, and modifications in their role or team structure.

Welcome Back Meeting

- Arrange a meeting for a warm welcome, introducing the employee to their colleagues and managers.
- Share company-wide developments and highlights from the employee's absence period.
- Provide an overview of any major changes in the company, team, or industry that may impact their role.

Update Training

- Assess the employee's training needs by conducting a skills gap analysis for the time they have been away.
- Arrange training sessions or one-on-one coaching to update their knowledge of any changes in technology, systems, or processes.
- Offer refresher courses or provide access to online resources and documentation for self-learning.

Peer Mentor/Buddy

- Assign a buddy or mentor from their team who can help the employee get up to speed.
- Encourage regular check-ins between the employee and their buddy to answer questions, provide guidance, and offer support.

Role Reinforcement

- Manager to review their job description, clarify expectations, and discuss any changes to their responsibilities.

Reviews

- Conduct regular reviews during the initial weeks or months to gauge the employee's progress and address any outstanding concerns.
- Provide constructive feedback and support, emphasising any strengths and areas for improvement.

Flexibility and Support

- Remain flexible and understanding during the reintegration process, considering the employee's specific needs and circumstances.
- Point them in the direction of our Employee Assistance Program if additional support is required.

Feedback From Employee Following Return To Work

Ongoing Communication

- Continuously encourage open lines of communication with the employee to address any difficulties or questions they may have.
- Maintain regular check-ins to ensure ongoing support and a smooth transition.

This Return-To-Work Plan is designed to provide a structured framework to familiarise the employee with the company, their role, and any changes that occurred during their absence. Adapting and customising the plan to fit the employee's specific circumstances will enhance their experience and improve their overall reintegration into the workplace.

Version Control

Author	Version	Date	Description
HR	1.0	02/08/2023	Original Document

Document Approval

Name	Version	Date	Position
Clare Metcalfe	1.0	02/08/2023	Operations Director

Signed: *Clare Metcalfe*   Clare Metcalfe, Operations Director

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