

Return to Work Interview Form

[Company Name]

Complete with the employee as soon as possible after every absence, usually on their first day back.
This is a supportive conversation, not a disciplinary meeting. Give the employee a copy.

1. Employee details

Employee name		Job title	
Department / site		Line manager	
Interview date		Interviewed by	

2. Absence details

First day of absence		Last day of absence	
Date returned to work		Working days lost	

Type of absence: ☐ Sickness ☐ Injury ☐ Maternity / paternity / adoption ☐ Bereavement ☐ Dependant emergency ☐ Other: _____

3. Reason for absence

A general description is enough. The employee does not have to give detailed medical information.

Was the absence caused or made worse by work? ☐ No ☐ Yes (give details and consider a risk assessment)

4. Evidence

☐ Self-certified (7 calendar days or fewer) ☐ Fit note received (more than 7 calendar days)

If a fit note was given, it says: ☐ Not fit for work ☐ May be fit for work, with: ☐ phased return ☐ altered hours ☐ amended duties ☐ workplace adaptations

5. Fitness to return

I confirm I feel well enough to return to my normal duties: ☐ Yes ☐ Yes, with the adjustments below ☐ No (discuss next steps)

6. Adjustments and support agreed

Adjustment or support	Details	Review date
☐ Phased return		
☐ Altered hours or shifts		
☐ Amended duties		

Template from TimeTally (timetally.uk). Contains health information: store securely and share only with people who need it.

Adjustment or support	Details	Review date
☐ Equipment or workstation changes		
☐ Occupational health referral (with consent)		
☐ Other		

7. Manager notes and actions

Notes from the conversation

Has an absence review point been reached? ☐ No ☐ Yes: [which]. If yes, explain the next step to the employee. Absence linked to a disability or pregnancy is treated separately.

Agreed action	Who	By when

8. Sign-off

We agree this is an accurate record of our conversation.

Employee signature _____

Date _____

Manager signature _____

Date _____

Copy given to employee on: _____ Stored in: [system / file]. Health information is special category data under UK GDPR: keep it secure and only for as long as needed ([6 years] after employment ends).