Return to work form

Use this form at a return to work meeting after sickness or other absence. Hold the meeting in private, as soon as possible after the person returns. Keep the completed form confidential: it may contain health information, which is special category data under UK GDPR.

1. Employee and absence details

Employee name	
Job title and department	
Manager holding the meeting	
Date of meeting	
First day of absence	
Date returned to work	
Working days absent	
Type of absence	Sickness / Injury / Other (please say)
Fit note received	Yes / No / Not needed (7 calendar days or less)
Fit note advice	For example phased return, amended duties, altered hours

2. The conversation

The employee does not have to share details of their health. Agree together what colleagues should be told and what stays private.

How are you feeling, and are you ready to return to your normal duties?
Was the absence connected to work in any way, for example an accident, workload or stress?
Is there anything about your health or circumstances you would like us to know? Who else, if anyone, should know?
Is any support needed? For example a phased return, changed hours or duties, equipment, or a referral to occupational health.
Did anything change at work while you were away that you need to catch up on?
Is the absence related to a disability or to pregnancy? If so, it should be handled separately under your absence policy, and reasonable adjustments may be needed.

3. Absence record (optional)

Separate absences in the last 12 months	
Total days absent in the last 12 months	
Bradford Factor score	Use the free Bradford Factor calculator at computimeuk.com/free-hr-tools
Trigger point in our policy reached?	Yes / No
Next step	None / Review on (date) / Formal stage under our policy

4. Agreed actions

Action	Who	By when

Review date (if needed)	

5. Comments and signatures

Employee comments

	Signature	Date
Employee		
Manager		