

Return to work interview form following sickness

Employee name:		
Department:		
Date joined organisation:		
From	Dates of absence	To
	Date	
	Day	
	am/pm	
Total number of working days lost:		
Sickness record over last 12 months		
Dates		Reason
Discuss reasons for absence and detail below:		
Was employee referred for a Fit for Work assessment? Yes/No		
If yes, provide details of the Return to Work plan:		
Is the employee fit to return to work? Yes/No		
Is the employee on any medication which may affect performance? If yes, give details of medication and details of adjustments.		
Are any actions to be taken under sickness absence policy? Yes/No. Give details:		
Manager's name:		
Signature:		
Date:		
Employee's name:		
Signature:		
Date:		