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ID	RTW0002	Submitted by	Pippa Fraser
Status	Awaiting Signatures	Assigned	Connor Chapman
Date of report	01-12-2014 16:55	Last modified	01-12-2014 16:56
Created	3 years 1 month 30 days ago		
SLA			

☰ View Return To Work Form
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📊 History diagram
⚙️ All

For every period of absence, a return to work interview should be conducted. The meeting is to enable the member of staff to share concerns about their illness and general state of health in relation to their job. It is essential in monitoring absence accurately and in reinforcing the message that the company cares about members of staff and their sickness absence. The degree of formality and length of the interview will depend on the circumstances. If the member of staff is rarely on sick leave the meeting will be brief. However, should the member of staff be returning to work after a succession of frequent intermittent absences or after a long term absence, the interview should be much more structured.

The purpose of the return to work interview is to:

- See how the member of staff is

Return to work

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Overview

For every period of absence, a return to work interview should be conducted. The meeting is to enable the member of staff to share concerns about their illness and general state of health in relation to their job. It is essential in monitoring absence accurately and in reinforcing the message that the company cares about members of staff and their sickness absence. The degree of formality and length of the interview will depend on the circumstances. If the member of staff is rarely on sick leave the meeting will be brief. However, should the member of staff be returning to work after a succession of frequent intermittent absences or after a long term absence, the interview should be much more structured.

The purpose of the return to work interview is to:

- See how the member of staff is
- Establish the cause of absence

Using this form, managers are able to conduct and record interviews with returning employees. On submission, the form will be auto-assigned to the employee selected, who will then be required to review and sign the form. Subsequently, the line manager will be required to sign the form.

Additional features

Show/Hide field permissions: When editing the project, head to *Field Permissions* to see a number of different useful rulesets in place. For example, if there have been multiple doctor visits, new fields will appear to log these dates. Or if medication is now being used, a field will appear to take note of how it affects the employee.

Field condition set	Staff		Human Resources		Managers	
	View	Edit	View	Edit	View	Edit
☑️ Default (Always)	Deny	Deny	Deny	Deny	Deny	Deny
☑️ Number of GP Visits = 1-3	Allow	Deny	Allow	Allow	Allow	Allow
☑️ Number of GP Visits = 1-3 && Employee Signature = Yes	Allow	Deny	Allow	Deny	Allow	Deny
+ Add Condition Set						

An example of one of several Field Permission rulesets

Custom messages: Phrases such as 'View Ticket' have been changed to 'View Return to work form', seen in the *Custom Messages* screen

Return To Work	
Custom messages	
List of tickets	Return To Work Forms
Submit ticket	Submit Return To Work Form
View ticket	View Return To Work Form
Update issue	Update return to work form
Clone issue	Clone formreturn to work form
Delete issue	Delete return to work form
Ticket submitted	Return to work form has been submitted
Issue has been updated	Return to work form has been updated

Edit the form and head to the *Custom Messages* screen to see the full list

Last modified on 17 June 2020 by Kerensa Johnson

Created on 31 January 2018 by Jon Mulhern

Tags: form templates, infocapture