



## 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

**Field visibility sets:** 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.

First GP visit										
Date of first GP visit date_of_first_gp_visit										
Copy rights from group <input type="text" value="Select a group..."/> <input type="button" value="Copy"/>										
	All		Staff		Human Resources		Managers		Admin	
Field condition set	View	Edit	View	Edit	View	Edit	View	Edit	View	
= Default (Always)	Mixed	Mixed	Deny	Deny	Deny	Deny	Deny	Deny	Deny	
= Number of GP Visits = 1-3	Mixed	Mixed	Allow	Deny	Allow	Allow	Allow	Allow	Allow	
= Number of GP Visits = 1-3 && Employee Signature = Yes	Mixed	Mixed	Allow	Deny	Allow	Deny	Allow	Deny	Allow	
<input type="button" value="+ Add Condition Set"/>										

An example of one of several visibility sets.

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

Admin / Infocapture / Return To Work / Custom messages

Project options

- Project Summary
- Edit project properties
- Project permissions
- Statuses
- Conditions
  - Field condition sets
  - Triggers
- Behaviour
  - Field visibility
  - SLA
  - Automatic changes

### Custom messages

Replace the default phrasing of the form with words of your choice. For example, 'View Ticket' can change to 'View Feedback Form' and 'List of Tickets' can change to 'List of Feedback Forms'

<b>List of tickets</b>	Return To Work Forms
<b>Submit ticket</b>	Submit Return To Work Form
<b>View ticket</b>	View Return To Work Form
<b>Update issue</b>	Update return to work form
<b>Clone issue</b>	Clone return to work form
<b>Delete issue</b>	Delete return to work form
<b>Ticket submitted</b>	Return to work form has been submitted
<b>Issue has been updated</b>	Return to work form has been updated
<b>Issue has been cloned</b>	Return to work form has been cloned

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

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