

Return to Work Form

Complete this form with your team member after a period of sickness absence. It keeps every absence recorded the same way and gives you a written note of anything that was agreed.

Employee and absence details

Employee name	Job role
Manager conducting the meeting	Date of meeting (DD/MM/YYYY)

First day of absence (DD/MM/YYYY)	First day back (DD/MM/YYYY)	Total days absent
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Reason for absence

What was the reason for the absence?

☐ Sickness ☐ Injury or accident ☐ Other

Was the absence covered by:

☐ Self-certification (first 7 days) ☐ Fit note ☐ Neither / not required

Notes on the reason for absence

The return to work conversation

Does the employee feel well enough to return to their normal duties?

Is the absence likely to happen again, or linked to an ongoing condition?

Is there anything at work that contributed to the absence?

Has anything changed at work the employee needs to be updated on?

Adjustments and support

Are any reasonable adjustments or support needed?

☐ Yes ☐ No

Details of adjustments, phased return, or changes to duties

Review date, if applicable (DD/MM/YYYY)

Who is responsible for the follow-up

Sign-off

We confirm this record is an accurate summary of the return to work conversation.

Employee signature

Date (DD/MM/YYYY)

Manager signature

Date (DD/MM/YYYY)

A note on keeping this form

A return to work form usually contains health information, which is special category data under UK GDPR. Keep it securely, only for as long as you genuinely need it, and set out your retention period in your data protection policy.

A return to work meeting is not a legal requirement in the UK, but it is recommended as good practice. If the absence relates to a disability, remember your duty to consider reasonable adjustments under the Equality Act 2010.