



# UNIVERSITY OF CAMBRIDGE

Department of Engineering

## Sickness Absence

## Return to Work Discussion

Conducting a return to work discussion is a key part of managing all sickness absence. A return to work discussion should be held after each case of sickness absence. Please complete this form and return it to the appropriate office along with the employee's CHRIS 62 form and any "fit to work" note.

**Employee Name:** .....

**Reviewer Name:** .....

**Dates of Absence:** .....

**Date of discussion:** .....

Points to Cover	Yes/No	Comments
Have you welcomed employee back to work and asked them how they are doing?		
Have you confirmed the number of days absence?		
Has employee completed and returned a CHRIS 62 or a "fit note" form? (If so, please pass form and any "fit notes" to HR Admin for recording.)		
Have you updated the employee on work progress/any updates whilst they were off?		
Has the employee raised any concerns or questions?		
Has any underlying cause of sickness absence been established?		

**(Signed)** .....

Employee

**(Signed)** .....

Supervisor / Line Manager

Please send the completed original of this form to the appropriate office and a copy of this form to the employee.

Academic, Academic Related, Administrative & Manual staff: HR Admin Office

Research Staff: Research Office.

Technical Staff: Workshops Office.