# Return to work interview

**Name of employee**: ……………………………………………………………………………………………………………………………

**Name of person conducting interview:** ………………………………………………………………………………………………

**Others present :**…………………………………………………………………………………………………………………………………

**Date of interview:** ………………………………

**Summaries of discussions and actions to be taken on:**

Policies, sick leave, time off etc

Impact of symptoms/medication etc on work

Reasonable adjustments

Effects of reasonable adjustments on pay and entitlements

Who (if anyone) to tell and what to tell them

What to do if the employee becomes unwell

**Agreed date of next meeting:** ……………………….