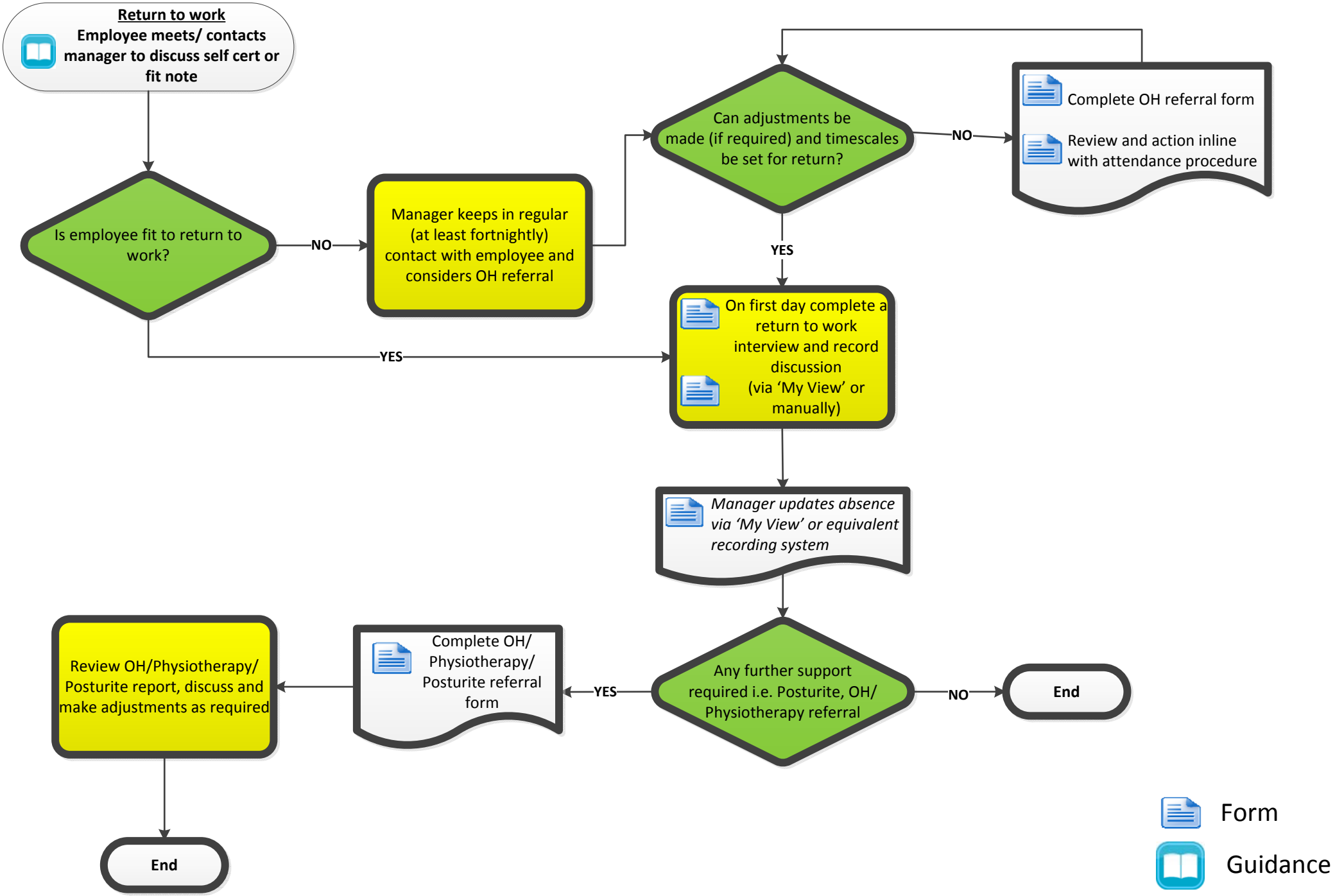
Return to work
Employee meets/ contacts manager to discuss self cert or fit note
Is employee fit to return to work?
NO
YES
Manager keeps in regular (at least fortnightly) contact with employee and considers OH referral
Can adjustments be made (if required) and timescales be set for return?
NO
Complete OH referral form
Review and action inline with attendance procedure
YES
On first day complete a return to work interview and record discussion (via 'My View' or manually)
Manager updates absence via 'My View' or equivalent recording system
Any further support required i.e. Posturite, OH/ Physiotherapy referral
YES
NO
End
Complete OH/ Physiotherapy/ Posturite referral form
Review OH/Physiotherapy/ Posturite report, discuss and make adjustments as required
End
Form
Guidance