

# Workforce Attendance Policy

## Return to work discussion form

For more information about the return to work discussion please see [Attendance Policy: guide for managers<sup>1</sup>](#).



### Section 1: Personal details

Name

Payroll number

Job title

Department

### Section 2: Absence details

**Date of return to work discussion**  
(dd/mm/yyyy)

**Absence Start Date**  
(dd/mm/yyyy)

**Date back on shift / roster**  
(dd/mm/yyyy)

**Absence End Date**  
(dd/mm/yyyy)

**Did this absence last 7 or more calendar days?**

yes      no

**If lasted more than 7 calendar days, was the required certification received?**

yes      no

**Reason for absence**

**Was the absence work-related**

yes      no

**Discussed and agreed supportive action**

**If a medical certificate was provided are there any adjustments recommended?**

yes      no

**Please detail recommendations discussed and / or agreed**

(please state if no agreement reached and reasons why)

**Referral to OHS agreed, if appropriate**

yes      no

**Referral to other forms of support**

(please specify)

**Have absence reporting / certification procedures been followed?**

yes      no

**If no, why were procedures not followed?**

**Has the employee reached a trigger point?**

yes      no

**Summary of other outcomes of discussion**

**Any other relevant information?**

**Employee signature**

**Manager signature**

**Date completed** (*dd/mm/yyyy*)

All Return to Work discussions will be recorded on the appropriate information system e.g. eESS Manager Self Service.

**For digital signature functionality, please open this form in Adobe Acrobat.  
Viewing this form in a browser may not support signature features.**

1. Attendance Policy: Guide for managers

<https://workforce.nhs.scot/supporting-documents/guide/attendance-policy-guide-for-managers>