

Throughout this document “the Company” refers to Yamazaki Mazak UK Ltd and/or Jonathan Lee Workforce Solutions Limited where appropriate.

RETURN TO WORK & ABSENCE SELF-CERTIFICATION FORM

This form (RTW Form) details the reason for absence and contents of the ‘Return to Work Interview’. These interviews will be conducted between the Colleague and their Supervisor/Manager and they form an integral part of the Company’s Attendance Management Policy.

Please return the completed form to the HR Department **ON THE FIRST DAY THAT A COLLEAGUE RETURNS TO WORK.**

SELF-CERTIFICATION – TO BE COMPLETED BY THE COLLEAGUE

Full Name		Colleague Number		Mazak Colleague	
Department		Date Completed		JL Colleague	

I certify that I was absent from work on the following dates:

From		To		Number of Days	
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Reason for sickness/absence (please tick one box)

Viral infection, cold flu		Stress related illness		Musculoskeletal problem	
Reoccurring medical condition		Mental health (long term)		Stomach upset	
Work related accident*		Surgery		Other	

Please give details of sickness, symptoms and if it relates to a disability or long-term medical condition.

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*If work related accident, please state the nature of the accident and if it has been recorded in the Accident Book.

Did you consult a Doctor?

Yes ☐ No ☐

Was the absence covered by a Fit Note?
(Statement of Fitness for Work)

Yes ☐ No ☐

Signed by (Colleague)

Date

I certify that I advised the Company on the first day of absence. I understand that it is a disciplinary offence if I knowingly give wrong or misleading information on this form.

RETURN TO WORK INTERVIEW – TO BE COMPLETED BY THE MANAGER

Colleague has complied with the absence notification requirements
(as stated in the Colleague Handbook)

Yes

No

If no, please ensure that the colleague has now
been made aware of the
requirements.....

How many days and periods of sickness absence has the
colleague had in the past 12 months?

.....

.....DaysPeriods

Any comments or notes relating to these absences

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Following a review of the colleague's sickness absence record, is it
a cause for concern? Please comment:

Yes

No

.....

.....

If there are any issues, please refer to the attached notes.

**PLEASE REMEMBER TO 'PAINT' ONTO PROTIME THAT YOU
HAVE COMPLETED THIS RETURN TO WORK FORM AND
RETURNED IT TO THE HR DEPARTMENT.**

Signed by (Supervisor/Manager)

Date

To carry out an effective RTW interview, Supervisors/Managers should consider the following:

Be prepared:

- In advance, review the colleague's attendance record over the previous 12 months and notes/action points arising from any previous return to work discussions/meetings.
- Meet with the colleague on the first day back at work, or as soon as possible afterwards. Make sure that the meeting is held in a private space, out of the earshot of other colleagues.

During the meeting:

- Welcome the colleague back to work. Explain that the purpose of the meeting is to check that the colleague is fit for work and to see if there is any support which they might need. If there is any cause for concern, seek advice from the HR Dept.

Where there are on-going health issues:

- Be clear that the purpose of the meeting is to provide support to the individual in their return to work.
- Review the attendance record with the colleague and establish what support/treatment the colleague is currently receiving (from their GP etc.). If appropriate, suggest and agree a referral to the Occupational Health Provider via the HR Dept.
- Establish whether there are any underlying personal or work-related concerns. If there are personal issues, discuss whether there are any support mechanisms/actions that the colleague or the Supervisor/Manager may reasonably take to seek to alleviate the problems. Establish if any 'reasonable adjustments' are required to their role or work environment.
- If appropriate agree a review period and/or any actions required.
- If absences relate to disability, pregnancy or a work-related accident, undertake a risk assessment – seek the HR Dept / QHS Dept advice on this if necessary.

Where there is persistent short-term absence, or a pattern of absence is developing:

- Discuss the cause(s) of absence and the likelihood of the illness recurring and give the colleague the opportunity to highlight any relevant issues.
- Try to offer solutions to any issues raised. Refer to colleague support mechanisms if appropriate e.g., the Employee Assistance Programme.
- Remind the colleague of the mutual obligations – i.e., that it is the individual's responsibility/contractual obligation to attend work, and the company/ Supervisor/Manager has a concern and duty of care for the colleague's wellbeing.
- Explain the effect their absence has had on colleagues and the department's ability to meet its broader objectives.
- Re-establish your expectations regarding attendance, at work and any associated actions (e.g., method for reporting sickness absence). Set a date to review the absence. Discuss the next steps within the Attendance Management Policy should there be any further absences during the review period.

Where the colleague believes the absence is work related (e.g., stress, relationship issues):

- Discuss the cause(s) of absence and the likelihood of the illness recurring and give the colleague the opportunity to highlight any relevant issues.
- Listen carefully. You will need to illicit sufficient information for you to be able to understand/articulate the main issue(s). Explain that you will reflect on the matter and consider next steps/options. Seek advice from the HR Dept after the meeting.
- Undertake a risk assessment, if appropriate –seek HR / QHS Depts' advice if necessary.
- Agree with the individual any appropriate action/review periods, if appropriate.

After the meeting:

- Update/amend electronic records such as Protime, including noting that a Return to Work & Absence Self-Certification Form has been completed for the absence.
- Use the RTW Form to capture relevant factual information (avoid assumptions) and note the agreed actions/timeframe. Both parties should sign the form if actions have been agreed. Mark this confidential and submit the form to the HR Dept.
- Ensure you undertake action points you are responsible for and let the colleague know.
- Be available to talk to/meet with the colleague, should they have any issues following the RTW.

If at any stage it becomes apparent that absence from work could be a matter of misconduct or performance capability rather than ill-health, seek advice from the HR Dept.

If a Supervisor/Manager identifies a potential attendance problem (typically 3 absences in a 12-month period or 10+ days in 2 periods) an informal interview should be arranged which may lead to disciplinary action. – please refer to the Attendance Management and Timekeeping Policy and Procedure.