#  Blizard Institute

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**POLICY TO SUPPORT STAFF WHO RETURN TO WORK AFTER LONG-TERM ABSENCE**

**Aim:** The following policy has been put in place to support employees returning to work after a long term absence (three months or more), eg. sick leave, maternity leave, etc.

1. **A Return to Work discussion** should be held between the line manager and member of staff at least one month before their return date to help identify any adjustments the manager needs to make (if any), or any concerns the member of staff may have. You may wish to ask the Institute Manager or Deputy Institute Manager to attend to provide HR advice, including any requests to a change in working hours. A staged return may be considered, for example, working part-time hours for the first few weeks to help ease them back into full-time work. Such consultation may take place via a telephone call, through a meeting, for example, as part of keeping in touch day for someone on maternity leave. Accrued annual leave might be used towards an agreed flexible working pattern for an initial, limited period of time.
2. **A Return to Work Plan** should include the following, as appropriate:
	1. **Occupational Health (OH) Assessment** for those returning from long term sick leave.

# Pre-return visit to the workplace in the before their return

A visit to their workplace in the week prior to their return date is recommended:

* + - So they can meet their colleagues, chat about their return and overcome any initial nervousness, without having to work the day. Lunch with a few close colleagues could also be considered.
		- So the Centre can ensure all is prepared for their return (i.e. a workstation is ready; a handover has been put in place; valid Security and IT access etc.).
		- They should meet the Lab or Centre Manager to go over all requirements for their return.

# Return Day Plan

An agreed itinerary of the first day of return, this will include time of arrival, meetings with key people, schedule of handover (if required).

# Progression meetings

A few days after their return to work, hold an initial meeting to allow feedback from the employee and discussion of any issues that might not have been identified prior to their return. Further 1:1 progress meetings should be discussed and scheduled, as required.