

RETURN TO WORK INTERVIEW
Post Furlough leave

NAME OF EMPLOYEE: JOB TITLE:

NAME OF MANAGER: JOB TITLE:

DATE OF FORM COMPLETED:

Furlough leave from: to:

Total number of calendar days/weeks:

Back to work date:

Are you fit to return to work:

Welcome the employee to the discussion/meeting and explain its purpose: RTW from Furlough leave

How have you been during the furlough leave?

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How do you feel about potentially returning to work after furlough leave?

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Any concerns you may want to discuss?

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Do you need any additional support? i.e. training in order to resume back to work?

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Any updates to provide to the employee – i.e. management/structural change, process change, change in duties etc.

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Agree the working schedule i.e. Full time back to work/hybrid working/Phase return to work – Days/times etc.

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Further meeting required Yes/No

Referral to Occupational Health Yes/No

Any additional information