



The  
University  
Of  
Sheffield.

## Return to Work Discussion/Interview Record

*Confidentiality - When discussing issues relating to ill health and sickness absence with a staff member, they should be advised that the conversation will remain confidential, but that it may be necessary to disclose certain details to relevant parties to ensure all relevant support is considered.*

<b>STRICTLY PRIVATE &amp; CONFIDENTIAL FILE NOTE</b>	
Name of employee	
Job title	
Department	
Date of Meeting	
Name(s) of other attendee(s)	

<b>Periods of sickness absence in the previous 12 month rolling period:</b>
<b>Summary of key points discussed:</b>
<b>Review dates or action required (include responsibilities/timescales for any action):</b>
<b>Agreed timescale for improvement (if appropriate):</b>

File note made by	
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**Where actions have been identified/agreed, both the Manager and staff member should sign the completed form below:**

Signed by Manager		Date:
Signed by Employee		Date: