

# Return to work meetings

## Notts UNISON guidance for members (2023)

### What is a return to work meeting?

When someone is ready to return to work after an absence, the employer should have a procedure they follow. You can check your workplace's absence policy for this.

Your workplace might have a policy for meeting with employees after absences especially after a long term absence or where an employee has an ongoing health condition or disability.

### Do I get to see the notes?

Yes, a copy should be sent to you by your employer for checking and you should make any amendments if the notes are factually inaccurate and return them to your employer as requested.

### Why should I attend this meeting?

- make sure that you are ready to return to work
- talk about any work updates that happened while you were off
- look at any recommendations from your doctor/occupational health
- see if you need any support
- if you have a disability, see if changes are needed in the workplace to remove or reduce any disadvantages (reasonable adjustments)
- consider a referral to a medical service such as occupational health
- discuss an employee assistance programme (EAP), if it's available
- agree on a plan that suits you both, for example a phased return to work – your employer will likely have a policy that includes how this will work in practice, take some time to see what is possible and how your employer will pay you during a phased return.

### Can I be represented at a return to work meeting?

If a UNISON member has agreed to be a steward in your workplace and received training from UNISON they can accompany you if your employers policies allow for this however your branch cannot routinely provide senior officers to accompany at return to work meetings.

### What if I am unhappy about how my return to work has been handled?

Contact your local representative or the Branch Office.

## Notts UNISON

(e) [branch.office@nottsunison.org.uk](mailto:branch.office@nottsunison.org.uk)

(t) 0115 981 0405

