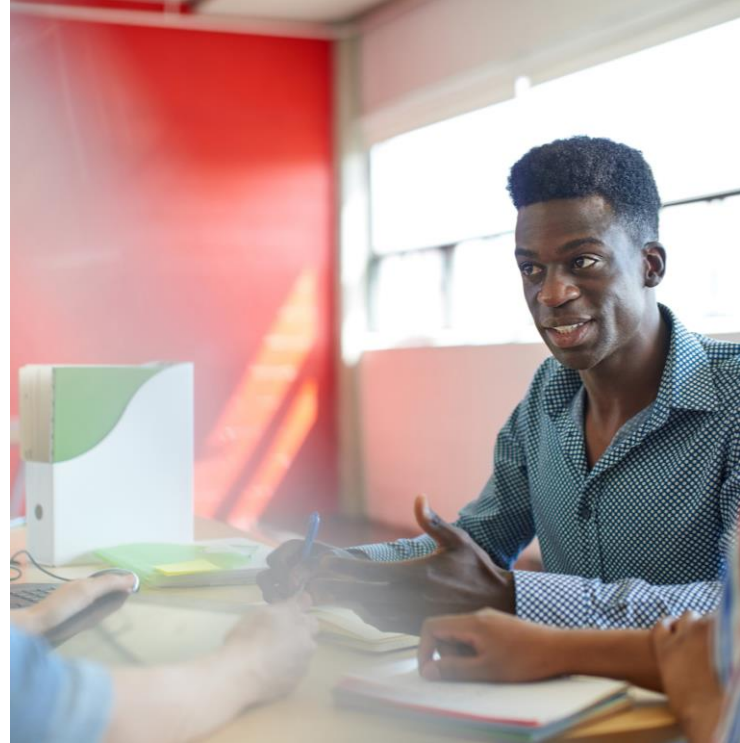


13 April 2023

# Return to work interviews – why do them?

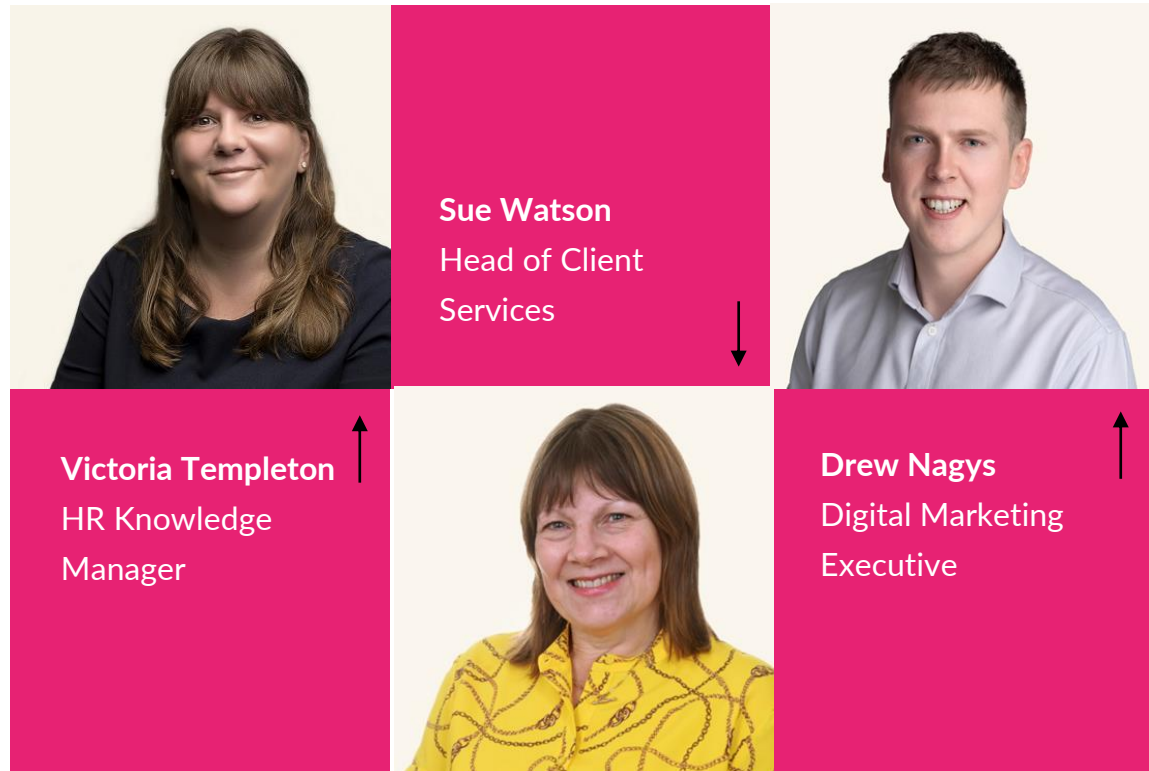
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# Introductions



## Meet the Presenters and Technical Support



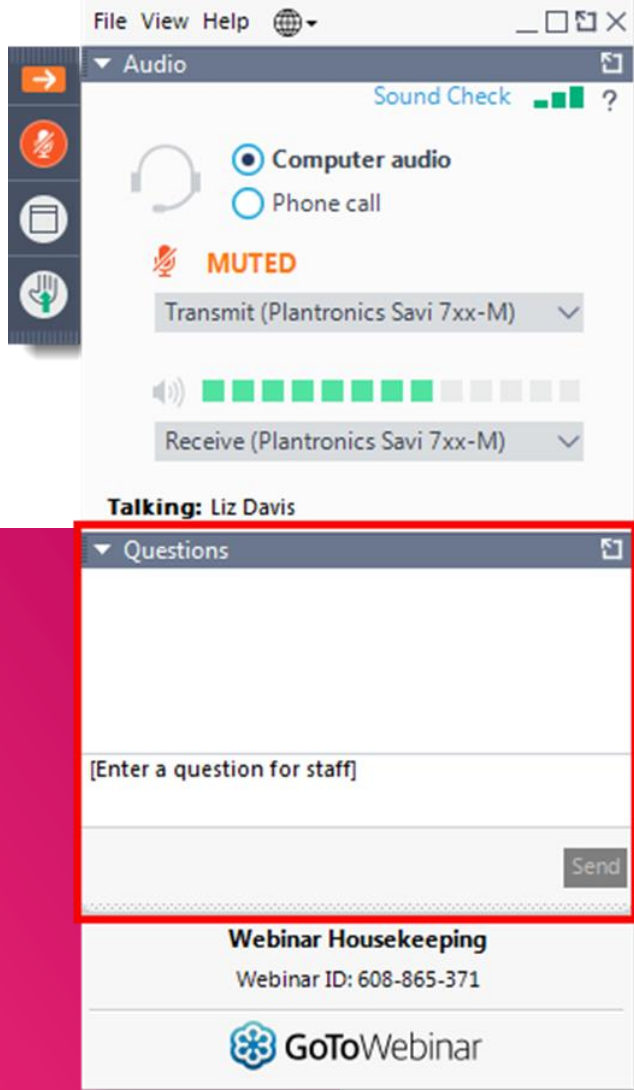




# How to ask questions

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# GoTo Webinar Housekeeping

## Time for Questions

### Your Participation

Please continue to submit your text questions and comments using the Questions panel





13 April 2023

# Return to work interviews – why do them?

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# Agenda

- **Sickness absence**
- **Calculating sickness absence**
- **What is a RTW and why are they important?**
- **Q&A**



# Sickness absence

## Government Health & Infographics 2020:

- Total economic cost of sickness absence and productivity losses annually (billion)

£100

4.6

## Labour Force Survey 2021:

- Average days off per worker (previous year 3.6)

138.2

## Labour Force Survey 2021:

- Working days lost (in millions), due to sickness pre pandemic (2019)
- 2020 = 118.2
- 2021 = 149.3

Sickness

65%

## HSE 2022:

- Work related ill health cases due to stress, depression & anxiety

85%

## SME Survey 2022/23:

- Mental health is the biggest health and safety challenge for 2023

17

## HSE 2022:

- Work related working days lost, (in millions) because of stress, depression and anxiety

# Sickness absence

- The legal context
- The Employment Rights Act
  - Implied duty of care in the contract of employment
- The Equality Act 2010
  - Legally obliged to make reasonable adjustments under the Equality Act 2010



# Sickness absence

- The Health and Safety at Work Act 1974
  - Legal duties to protect the health, safety and welfare at work of all employees and workers, as far as is reasonably practicable
- Other Health and Safety laws, such as:
  - Risk assessments to reduce risk,
  - use of display screen equipment,
  - PPE provided where necessary.



# Calculating sickness absence

## Step 1

Add up the total number of days/hours that should have been worked

## Step 2

Work out the total number of days/hours lost due to sickness

## Step 3

Number of days/hours lost  

---

Number of days/hours that should have been worked

## Step 4

X 100

# Calculating sickness absence

Available  
working days in  
a year

Total days lost  
in a year due to  
sickness

**Step 1**

**6,500**

**Step 2**

**550**

**Step 3**

$$\frac{550}{6,500}$$

**Step 4**

**X 100**

- 1 full timer = 260 working days in a year
- Business employing 25 employees

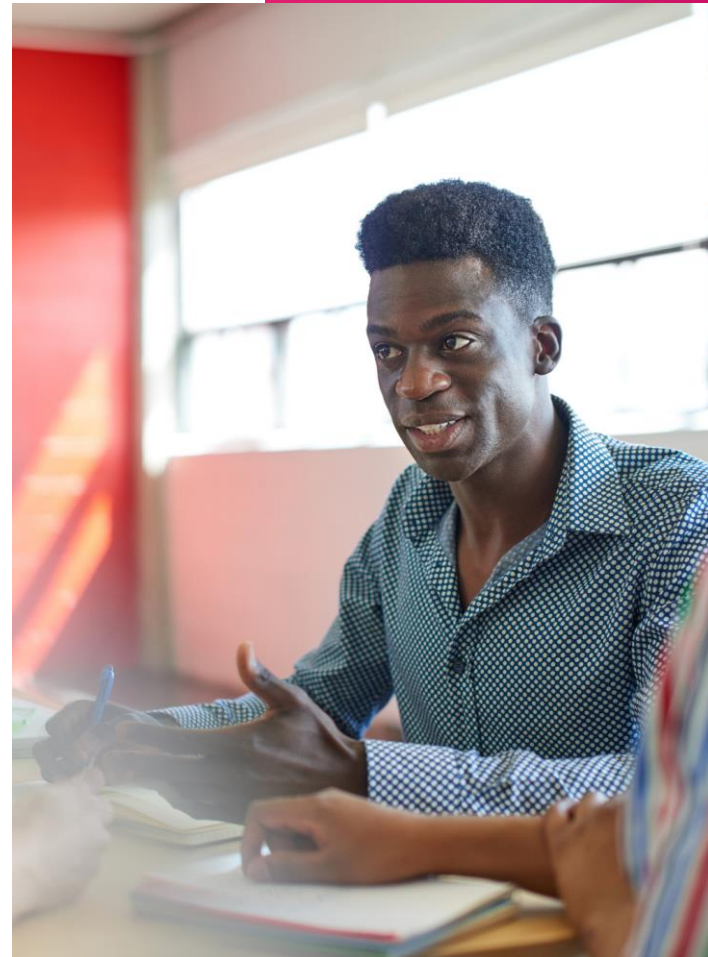
**8.46%**





# What is a Return to Work Interview?

- Key business tool for reducing sickness absence
- Informal discussion upon an employee's return to work following a period of sickness absence
- Short and long term sickness
- Also discuss an employee's overall sickness absence record for a 12-month rolling period



Why are they  
important?

# Why are they important?

They can prevent:

Management  
time and effort

Additional  
operational  
costs

Reduced  
productivity

Additional  
workload on  
the wider team

Operational  
disruption

Sickness  
absence

Why are they  
important?

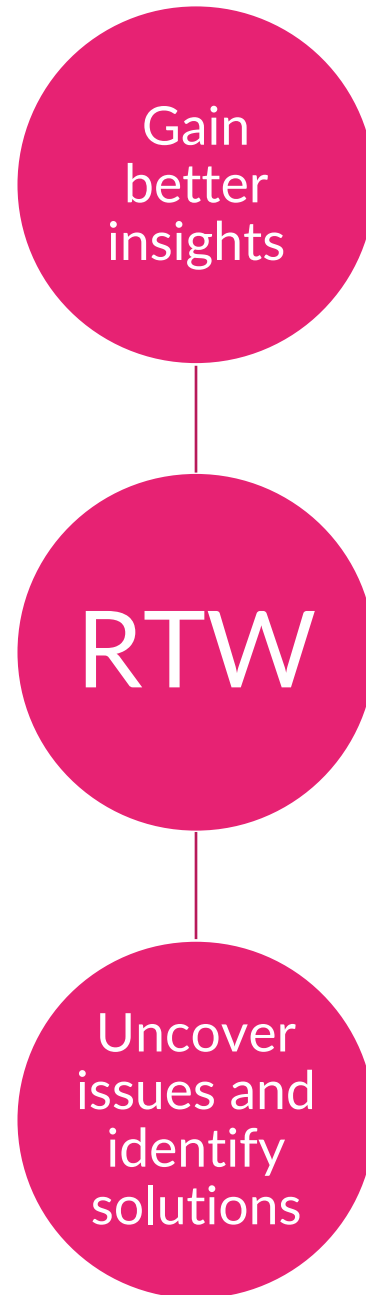
**RTW**

Why are they  
important?

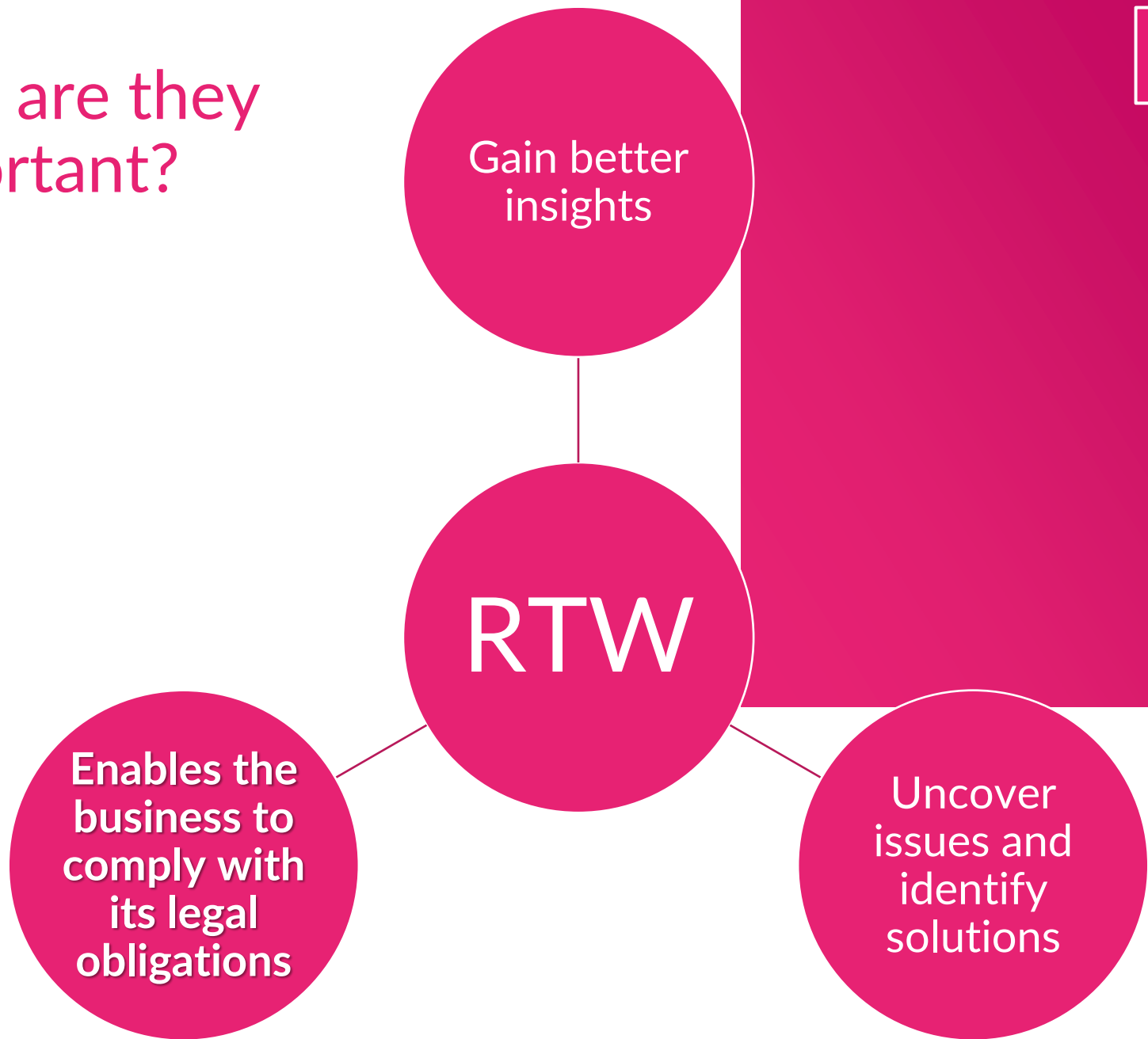
RTW

Gain  
better  
insights

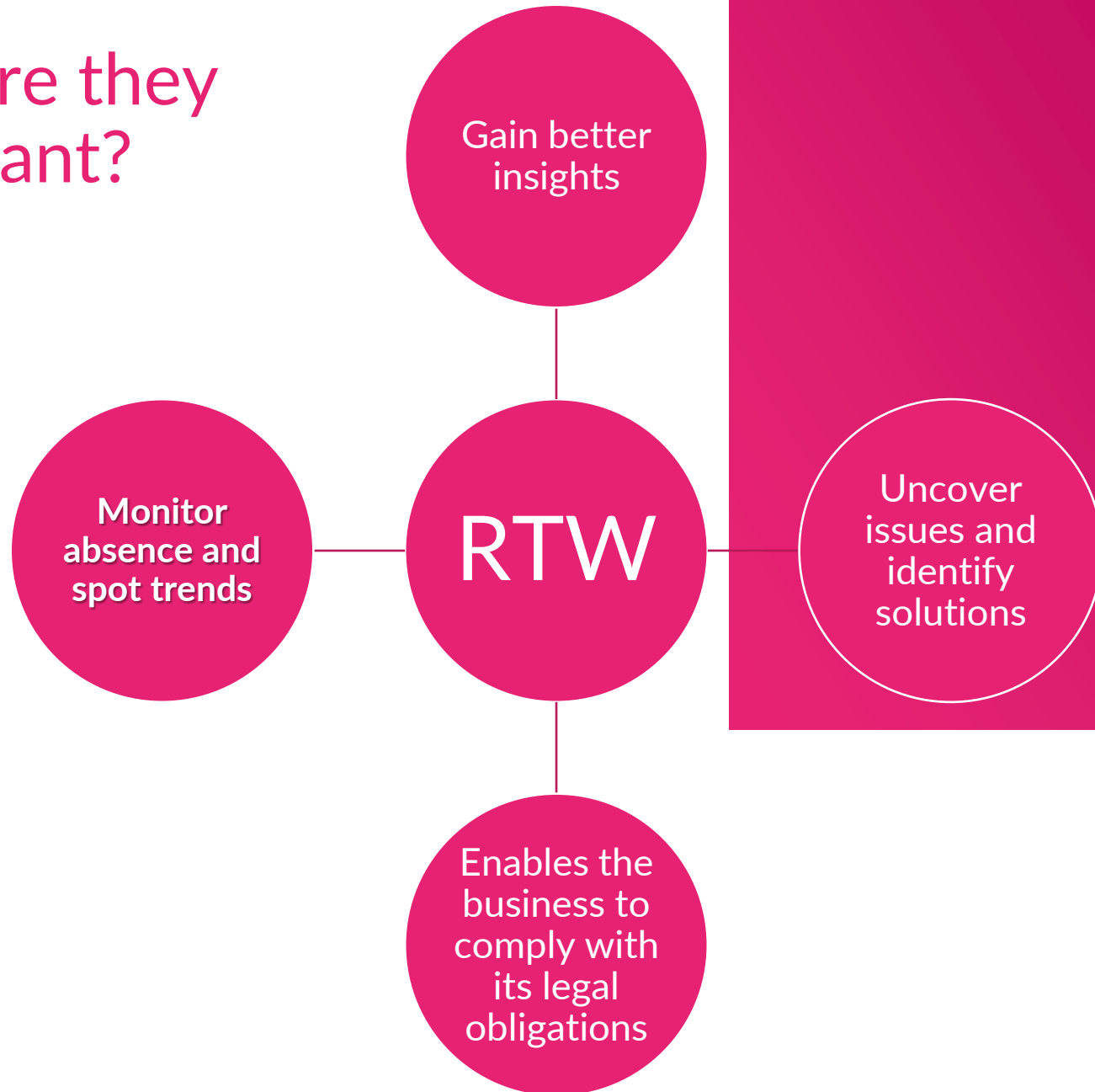
# Why are they important?



# Why are they important?

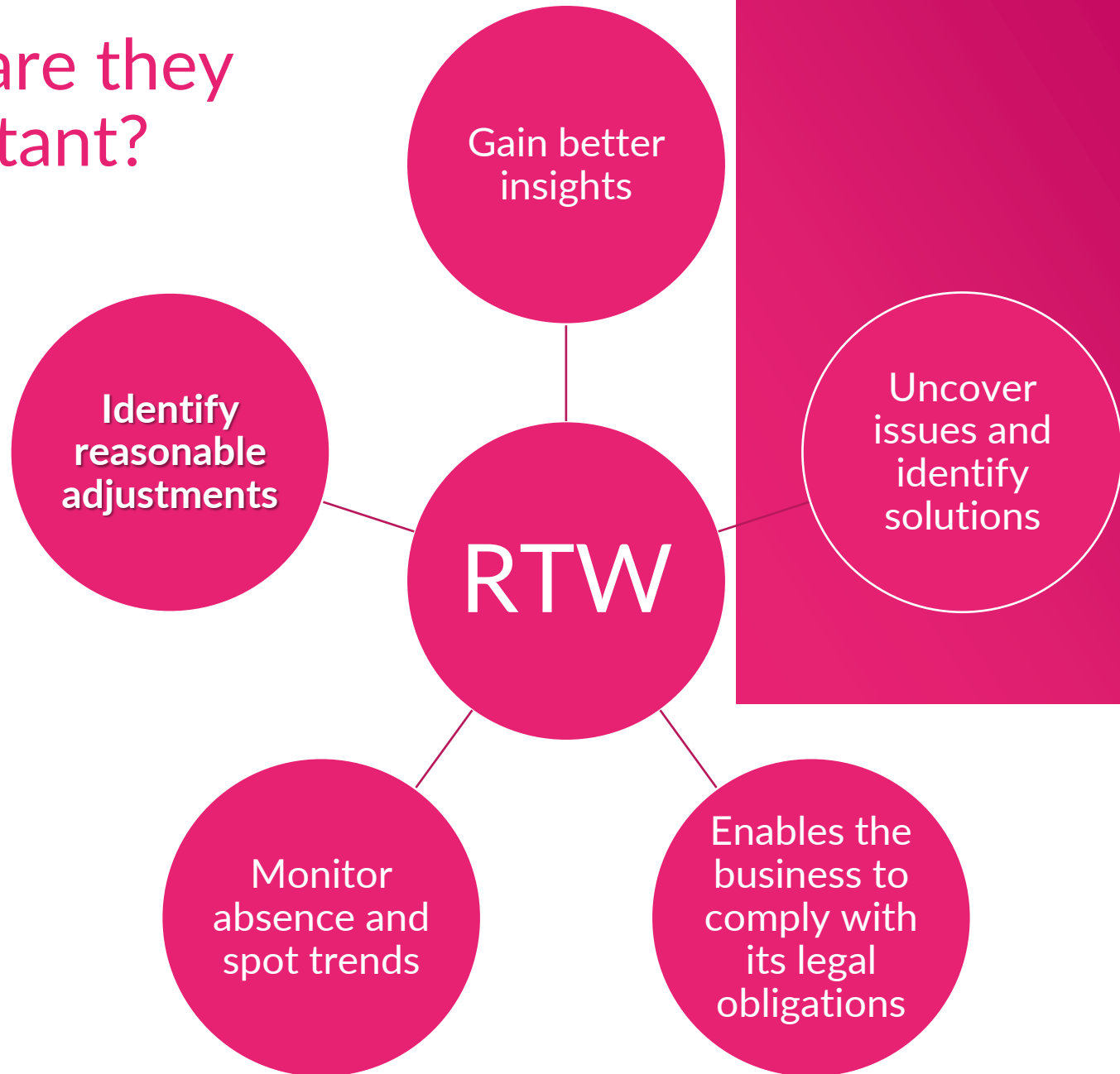


# Why are they important?

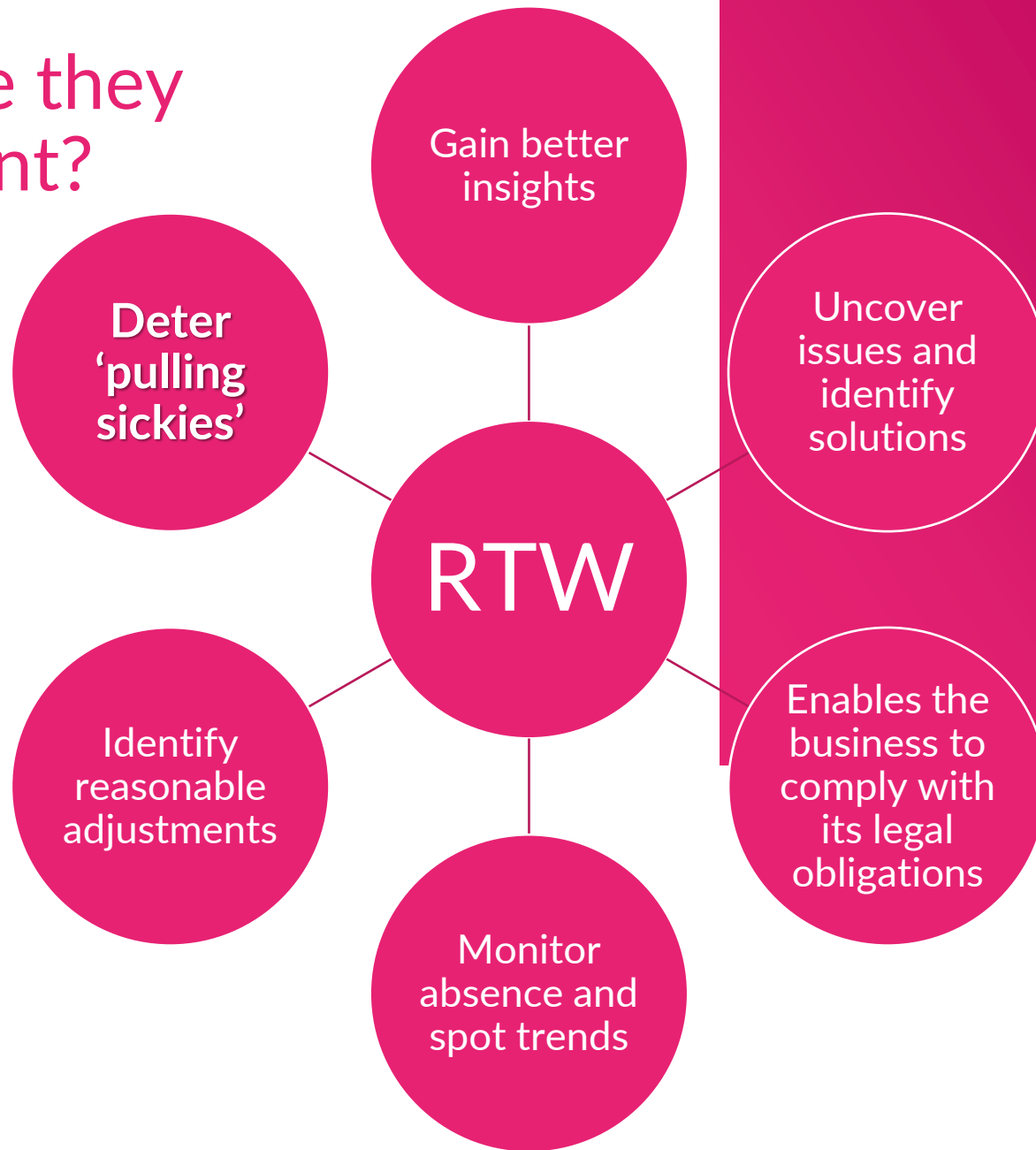




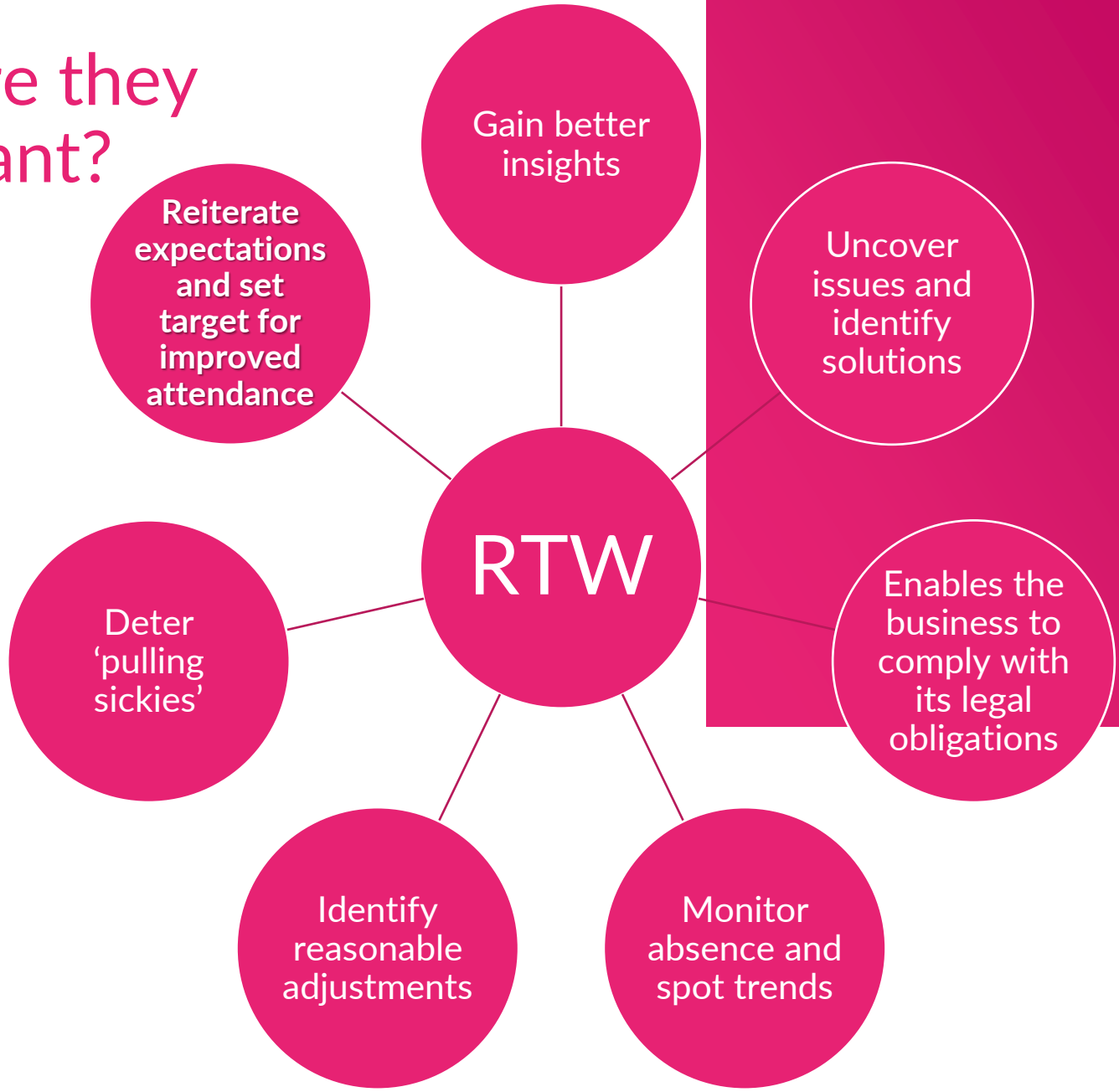
# Why are they important?



# Why are they important?



# Why are they important?



Gain better insights

Uncover issues and identify solutions

Enables the business to comply with its legal obligations

Monitor absence and spot trends

Identify reasonable adjustments

Deter 'pulling sickies'

Reiterate expectations and set target for improved attendance

RTW

# Why are they important?



78% of employers  
use RTW in  
managing STA

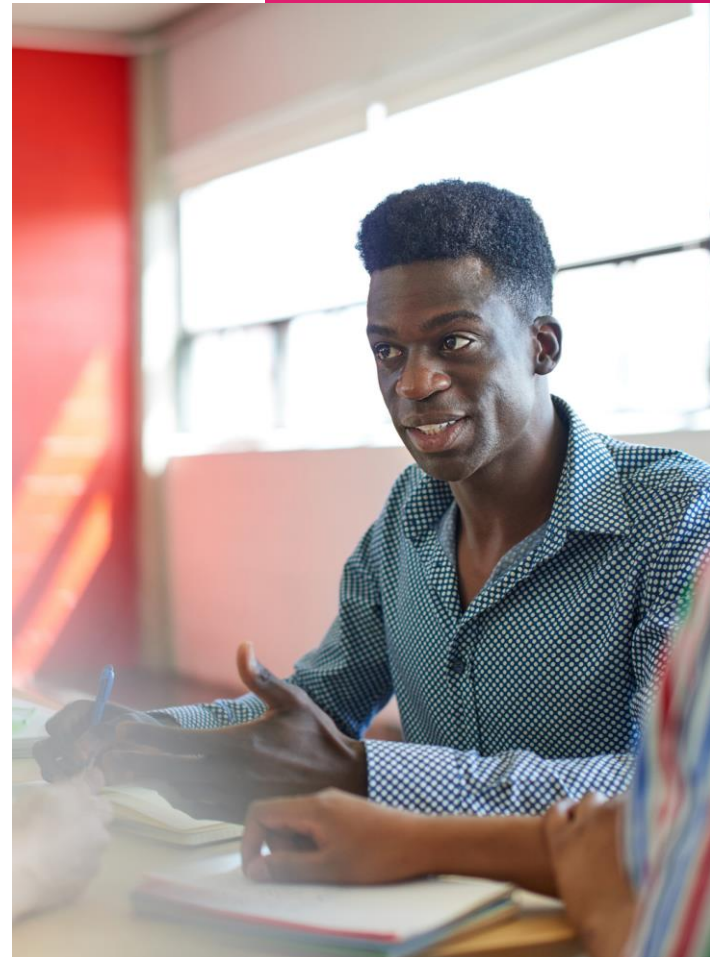
Statistic from the CIPD 'Health and Wellbeing at Work 2022'

83% of employers  
use RTW in  
managing LTA

Statistic from the CIPD 'Health and Wellbeing at Work 2022'

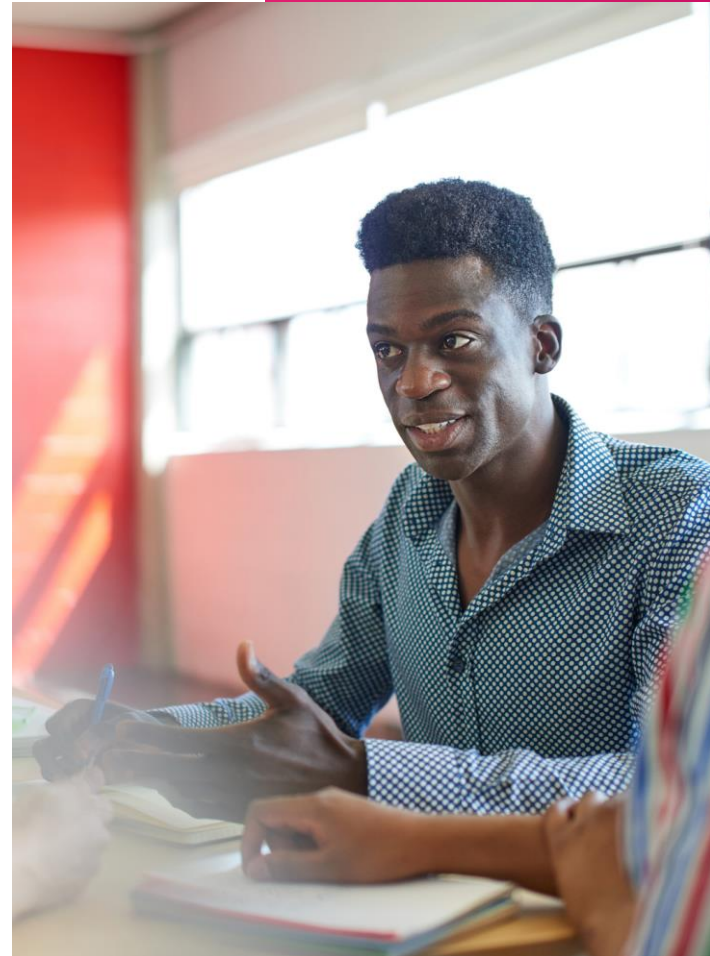
# Key points

- Keep consistent records – template RTW form useful
- Handling sensitive personal data so remember your GDPR obligations
- Be consistent! Otherwise, you could be exposed to claims of unfair treatment
- Treat it as a welfare discussion – not an interrogation!
- Give the necessary time - sometimes they need only be 5 minutes, other times, longer may be necessary
- On the employee's first day back into work



# Key points

- Key skills
  - Communication skills
  - Open questions
  - Fair and reasonable questioning
  - Empathy
  - Sensitivity
  - Confidential
  - Organised and prepared







# Further Resources

## HR Knowledge Base

RTW form

RTW Guidance document

RTW Checklist

RTW article

Other absence articles:  
1) Equality Act  
2) Disability Discrimination  
3) Managing Long and Short Term Absence

[www.hrsolutions-uk.com](http://www.hrsolutions-uk.com)

RTW form



RTW Interview: Why do them?





# Training Courses Management

- Effective Communication Skills
- Leading the Team
- Managing Conflict at Work
- Effective Appraisal Skills
- Managing Performance
- Recruitment and Selection
- Holding Difficult Conversations
- Equality, Diversity & Inclusion
- Managing Grievance
- Managing Disciplinary
- Employment Law
- ILM Level 3
- ILM Level 5



More dates are being scheduled

Scan to find out more



# Training Courses Health & Safety

**Level 2 Emergency First Aid**

24 April @ 9:30am

**Dates currently being scheduled:**

- Level 2 Fire Safety
- Level 2 Food Safety
- Level 2 Mental Health First Aid
- Level 3 Safeguarding
- Level 2 Emergency First Aid
- Mental Health Ambassador
- Safeguarding Ambassador



More dates are being scheduled

Scan to find out more



# Free Webinars

- **EU Law (Reform and Revocation) Bill**  
11 May @ 10am
- **The pros and cons of adopting a 4 day work week**  
15 June @10am
- **Why businesses need a different approach to recruitment**  
13 July @ 10am
- **Building skills and capabilities of your workforce**  
10 August @ 10am
- **How to become an age friendly employer**  
14 September @ 10am
- **Immigration developments and how they impact employment**  
12 October @ 10am



Scan to register today





# Thank you

0844 324 5840

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