

Completing a Return to Work Form

After a period of sickness, a Return to Work form must be completed within 3 days of the employees returning to work (for best practice please complete this on their first day back) This form is completed by the line manager accompanied by the employee who was absent.

Log into the HR system:

Go to **Portal** and select the **HR System** tab from the menu on the top of the screen.

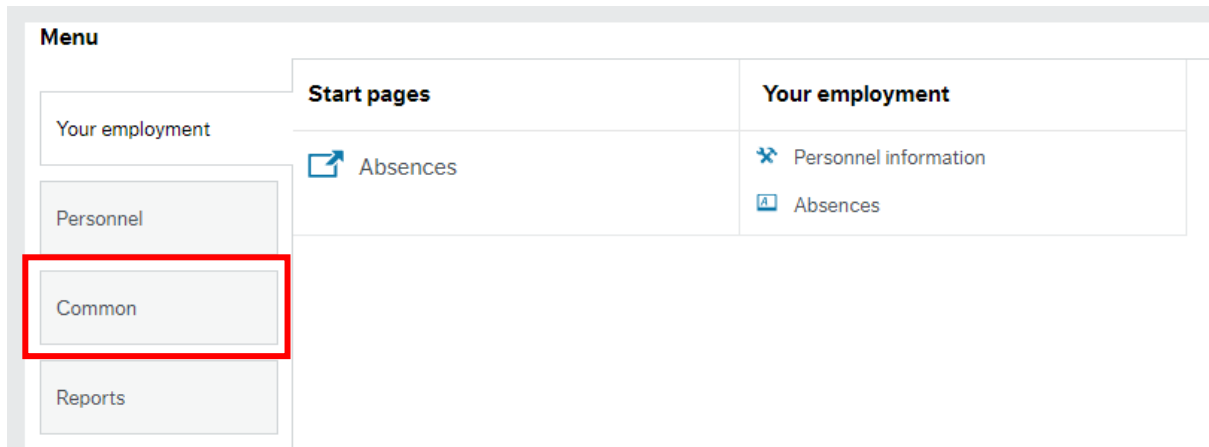


Log into your HR system account by using the same log in details you use to log in into your computer.

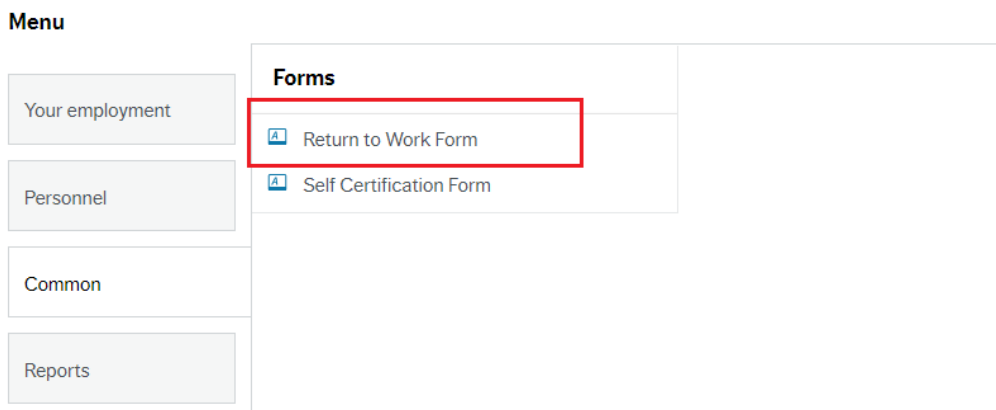
A screenshot of the HR System login form. At the top center is the Leeds Arts University logo, a black hexagon with the text 'LEEDS ARTS UNIVERSITY 1846'. Below the logo is the text 'HR System'. Below the text are four input fields: 'Windows password authentication' with a dropdown arrow, 'User name', 'LEEDS-ART', and 'Password'. Below the input fields is a blue button with the text 'Login'.

Completing the Return to Work form:

Under 'Menu' on the left hand side of the screen, click the 'Common' button



Then click 'Return to work Form'



This will open the Return to work form to be completed as follows;-

Please notice that if you are using a MAC computer the date fields will show the date in American format of MM/DD/YY.

Return to Work Form

Return to Work

Form ID*
[NEW] ⌵ ⌵ Leave as '[NEW]'
[NEW] Do not over-type

Form description*
Enter the employee's initials and first date of absence. E.g. JS 01/07/2019

Form owner
Line manager name will appear automatically

Please make sure you create a NEW form. Do not amend an existing form.

Return to Work

Employee Details

Line Manager ⋮ Name* ⌵ Department* ⋮ Date 22/01/2019 📅

Start typing the employee name and select from the dropdown list

Start typing the department name and select from the dropdown list

Leave as todays date

Line manager name will appear automatically

Absence Details

First day of absence 📅 Date of return to work 📅 Absence details ⋮

Self Cert/Fit Note? ⋮ Consultation? ⋮

Select the first day of absence and date returned from the calendars

Has a self cert/fit note been provided? YES/NO

Did the employee seek medical advice? YES/NO

Start typing the absence reason and select from the dropdown. E.g. Cold

Comments
Add further comments E.g. symptoms

Medication/Treatment?
Details of medication and treatment sought

Fully Recovered

i Is the employee fully recovered (Y/N)?

Fully Recovered? Start typing N for No or Y for Yes and select from the dropdown

 ...

Comments

Add further comments if needed

Resume Duties

i Is the employee able to resume normal duties (Y/N)?

Able to resume duties? Start typing N for No or Y for Yes and select from the dropdown

 ...

Comments

Add further details if unable to resume normal duties

Futher Treatment

i Is further treatment necessary? If so, please provide details:

Further treatment rq'd? Start typing N for No or Y for Yes and select from the dropdown

 ...

Comments

Add details of further treatment required

Other issues

i Other issues (e.g. was the absence related to a disability):

Other issues?

Add any other comments

Accident at Work

i Was the absence related to an accident at work?

Response

YES/NO ...

Comments

Details of the accident if applicable

Accident Reported?

YES/NO ...

Date Reported



Select from calendar

Further Actions

i Details of any action needed, e.g. temporary working alterations:

Any Further Action?

Details of any further action

Clear

Print preview

Submit form

Save as draft

Export

Click 'Submit' to send form to employee for them to check and confirm details

When completed please click '**Submit form**' the form will be sent to the employee to check and confirm. Please notice that the option marked in blue '**Clear**' will delete all the information inputted in the form and won't send the form to the employee.

During the return to work meeting please remember to cover the below points with your team member:

- The reasons for the absence
- If they are fully recovered
- Any support they may need
- Remind them to approve the return to work form once checked
- Absence levels if staff member has triggered
- Remind them to complete a self-certification form

If you have any queries or concerns regarding someone's absence please contact HR.