Return to work after time off sick

If you’ve been off sick for more than a couple of weeks, this form can help you to think about some of the issues around returning to work and how you can overcome them.

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| **How long have you been off sick?** |
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| **Have you spoken with your employer about returning to work? If so, who was it?** |
|  |
| **What expectations are there around your return to work?** |
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| **When would you like to return to work? Is this realistic?** |
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| **Do you have any worries about returning to work?** **If so, list them below.**  |
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| **Why do you want to return to work?** |
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| **Do you have a Fit Note to return to work? If yes, what does it say about any adjustments you might need?**  |
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| **What support is available in your workplace to help you with your return to work? (for example, union or occupational health support)** |
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| **Are there any parts of your job or the work environment that you may have difficulties with, or for which you need extra support?**  |
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| **Are there any adjustments that would help you?** |
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**Phased return to work plan**

If you’ve been off work for 3 weeks or longer, it’s a good idea to return to work gradually, building up the number of hours you work over a number of weeks. Your workplace may have its own timeframes and policies, but if not you may find these tables helpful to plan your return to work.

**Example**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Total hours (excluding breaks)** |
| **1** | 10-2 | 10-2 | Rest | 10-2 | 10-2 | 16 |
| **2** | 10-4 | 10-4 | 10-4 | 10-4 | 10-4 | 25 |
| **3** | 10-4 | 9-5.30 | 10-4 | 9-5.30 | 10-4 | 28 |
| **4** | 9-5.30 | 9.5.30 | 9-5.30 | 9-5.30 | 9-5.30 | 32.5 |

**For you to complete**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Total hours (excluding breaks)** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |

|  |
| --- |
| Think about how you can adjust your workload to fit the plan. What do you need to do to make sure it happens? Who do you need to involve? |
|  |

We hope this sheet helps you think about your return to work. We recommend you use it with the other documents in our [Work and MS tool kit](https://www.mssociety.org.uk/care-and-support/everyday-living/working-and-ms/work-toolkit).