

## Phased Return to Work

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### Learning outcomes:

Identify what phased return to work means.

### What you will need:

- Handout 11 – Phased Return to Work
- Buzzer

### Content and suggested timings:

Options for a phased return	10 mins
Holiday entitlement during sickness	5 mins
Quick fire policy quiz	15 mins
<b>Total duration:</b>	<b>30 mins</b>

## Introduction – options for a phased return

When someone has been off sick, particularly where it has been long term or traumatic, a phased return to work is often suggested to the employee or otherwise recommended by their doctor, or by the Fit for Work service. This provides an opportunity for the employee to gradually build back up to undertaking their normal working hours and duties.

Issue **Handout 11** and ask the delegates to discuss which of the following different options for a phased return to work, that they have used to support employees returning to work. Ask them which they find easy to facilitate and which they find hard to facilitate for an employee, given the teams they manage. Do the delegates think that any of these options impact more on the wider team than others?

- ▶ Reduced hours per day/reduced days per week
- ▶ Working from home/working at a location closer to home
- ▶ Project based work
- ▶ Modification of current job (e.g. office based for a period of time)
- ▶ Reduction in responsibilities for an agreed period of time
- ▶ Buddy up with someone to bring back up to speed

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