

## Tips for what to consider to ensure a successful return to work following following an absence relating to mental ill health

The below tips should be read in conjunction with the Attendance Management Policy:

<b>Before the return to work meeting</b>	Have a plan for the person's first day back at work to ensure they feel included and welcomed – this can include making a plan for lunch, having a buddy available or having a brief work update ready
<b>First day</b>	Meet the individual as soon as possible, ideally on their first day back at work following absence
<b>At the return to work meeting</b>	Talk about any tasks, responsibilities or relationships that they may feel apprehensive about and consider any temporary changes that you can make
	Explore potential return to work adaptations with an open mind
	Talk about anything that has happened at work that may impact on the person's role, responsibilities and work practices
	Consider whether a phased return to work plan will help
<b>Following the meeting</b>	Involve a 'buddy' to help reintegration into the workplace routines: someone who can involve them in tea rounds and lunch plans, as well as keeping them up to speed with changes to staffing, procedures, processes, etc
<b>Ongoing</b>	Promote a positive team spirit and encourage the team to make everyone feel welcome and valued
	Ensure everyone understands that it is OK to ask how a person is and this will generally be appreciated
	Keep in regular contact with the person who has been absent from work and ask how they are doing
	Ensure there are regular ongoing opportunities to monitor and review what is going well and what is not going as well. This will help to make sure the support and adjustments in place are working and give you the opportunity to tweak them