

# Phased Return



## Phased Return

In cases of long-term sickness absence, Occupational Health may recommend the employee returns to work on a phased basis. The purpose of a phased return to work is to rehabilitate the employee to their full duties and gradually build back up to undertaking their normal working hours.

The details of the phased return as recommended by OH will be agreed between the line manager and employee with consideration given to the needs of the service. A phased return will be for a maximum period of four weeks and may take a variety of forms, including:

- Working only on certain days of the week
- Working a reduced number of hours
- Undertaking restricted duties for a period of time

For employees who have been absent for an extended period of time: If an Occupational Health Advisor has not recommended a phased return and the Line Manager has some concerns, re-refer to Occupational Health to ensure no adverse affect on the health of the employee is anticipated.

## Sickness Recording During Phased Return

Medical certificates will not be required for the phased return to work period as the employee will no longer be on sick leave and sick pay will not apply.

## Reviews During Phased Return

The Line Manager should review the employee's progress on a weekly basis and should they recognise that the employee is unlikely to be able to resume their normal working hours and duties before the four week period expires then a further referral to Occupational Health will be required in order to establish the individual's fitness for work.

## Payment during Phased Return

The employee will be paid in full, up to a maximum of four weeks during a phased return to work period. If a phased return is agreed for a period longer than four weeks, the additional period will need to be managed by using, for example, annual leave/flexi/unpaid leave/temporary reduction in hours etc.