

Return to Work Conversation Manager Checklist

Use this checklist to prepare for and hold a respectful, practical conversation following an employee absence.

Details

EMPLOYEE	ROLE
MANAGER	RETURN DATE
ABSENCE START DATE	ABSENCE END DATE

Conversation checklist

☐	Welcome the employee back appropriately
☐	Confirm the return to work
☐	Give the employee an opportunity to discuss relevant circumstances
☐	Consider whether workplace support or adjustments need attention
☐	Share useful work updates
☐	Discuss practical return arrangements
☐	Consider whether further support or follow-up is appropriate
☐	Check the organisational absence and return-to-work procedure
☐	Record appropriate factual information
☐	Agree actions and follow-up where required

Manager reminders

☐	Keep the conversation respectful and private
☐	Avoid assumptions about health conditions
☐	Ask only for information that is appropriate and necessary
☐	Consider individual circumstances
☐	Seek appropriate advice where required

Agreed actions and follow-up

USE THIS RESOURCE CAREFULLY This checklist supports a management conversation. It does not diagnose illness, assess whether absence is genuine, create an automated attendance trigger or decide what employment action is appropriate.

FREE INTERACTIVE TOOL Absence Pattern Viewer | </free-tools/absence-pattern-viewer>

COMPLETE PAID WORKFLOW Absence and Return-to-Work Toolkit | </toolkits/absence-return-to-work>