

## CHECKLIST: Planning for the employee's return to work



- Give them a proper handover when they return: update them on any changes, e.g. new staff, different processes. This will help them to settle back in.
- Who knows about their mental ill-health? From previous discussion you will know how the employee wanted you to communicate their mental ill health/sickness absence to colleagues. Remind them of who has been told and which colleagues are unaware.
- Involve them in informal rituals at work, e.g. tea round, lunch plans.
- Introduce a 'Buddy system': this could be a close colleague who they are friends with. Having a buddy will help them to integrate back into the team and allows them to have a designated person that they can ask questions.
- Promote team spirit and encourage colleagues to welcome the employee back so that they will valued and comfortable.
- If possible, encourage a phased return to work i.e. not full-time and full workload on day one.