

**PRIVATE & CONFIDENTIAL**

Mr. Employer  
32 Sample Street,  
Sample  
S22 0PP

Date: 16th February 2015

Case: SAMPLE/GP/1234

Dear Mr. Employer

Re: Mr. Sample

Following this employee's referral to Fit for Work, a health and work discussion took place on 16/02/2015 regarding all the factors contributing to Mr. Sample's absence from work.

**Preparing for a Return to Work**

The plan includes the recommendations of support and activities discussed. The employee can use this plan to help prepare for returning to work, and you can use it to prompt further discussion about any workplace adjustments or interventions we have recommended. These discussions should ideally take place before the employee returns to work, to give both you and Mr. Sample time to consider any options or make preparations. The recommendations provided should be considered as advisory only, and we have informed your employee that these may be implemented only if practical or operationally feasible. If we have recommended interventions such as physiotherapy, counselling or other therapeutic treatment, we have done so because the intervention is likely to help your employee to return to work sooner than would otherwise be the case. If you as an employer decide that you would like to pay for an intervention recommended by Fit for Work you will be eligible to claim tax relief on the amount you spend, up to £500 per employee per year. You can find more details about tax relief here: [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

**Anticipated Return to Work Date**

Mr. Sample's plan includes an anticipated return to work date of 23/02/2015. This can be used to provide evidence of fitness to work for Statutory Sick Pay purposes. The plan works in the same way as a Fit Note. This means that before the anticipated return to work date there is no need to request Fit Notes from Mr. Sample.

If you would like to discuss the content of this plan, please do not hesitate to contact me directly on the details provided below. You can also find general health and work information for employers here: [www.fitforwork.org](http://www.fitforwork.org)

Yours sincerely

A. Smith  
Case Manager  
Fit for Work  
0330 221 0208 / 0203 425 5000

## **Mr. Sample: Return to Work Plan**

### **Obstacle**

#### **Reading difficulties**

#### **Recommendations:**

You told me that you had problems with your reading at school and were told you may have dyslexia, but you were never assessed by a professional. We talked about the need to read documents at work and to sign that you had understood them, but you were not able to do this. Also in your job, you needed to write reports. Even though this is causing you problems you have not spoken to anyone about it. You agreed that it was important for your manager to know so that he could help you when you are at work. We also talked about some of the organisations which may be able to help you find out if you have dyslexia and help you with your reading - Access to Work and the British Dyslexia Association. If it is not dyslexia that is causing your difficulties, there is still lots of help and support to help improve your reading and writing in work. As we talked about, this is a very common problem for lots of adults, and improving these skills makes everyday life much easier and more enjoyable.

You agreed that I could talk to your manager today if he is available and to discuss your problems in the workplace, and how he may help you overcome them (such as working with a colleague, use of pictures to show work processes and talking you through safety issues to ensure you understand). You were happy for me to let him know you were going to contact the British Dyslexia Association for advice and that you would tell him what they suggested by the end of next week.

We agreed that if your manager was able you would be happy to meet with him on 20th February with a return to work date of 23th February which would be the start of your shift rota.

**Target completion date:** 20/02/2015

#### **Signposting:**

We agreed that you would phone the British Dyslexia Association for advice. They may recommend a formal assessment and input from Access to Work. It is possible that Access to Work may part fund any adjustments recommended.

This website will give you a lot of information about reading difficulties and they can offer some support [www.bdadyslexia.org.uk](http://www.bdadyslexia.org.uk)  
Tel: 0333 405 4567

The following link provides advice on Access To Work and the support they may be able to offer you and your employer. [www.gov.uk/access-to-work/overview](http://www.gov.uk/access-to-work/overview)

Should you not have dyslexia then you may find this link useful in advising what other support you can get

[http://www.literacytrust.org.uk/adult\\_literacy/illiterate\\_adults\\_in\\_england](http://www.literacytrust.org.uk/adult_literacy/illiterate_adults_in_england)

**Target completion date: 20/02/2015**

## **Work Adjustment**

You will benefit from some assistance with reading and understanding written instruction and safety documents on your return to work. As we agreed I will contact your manager about putting in place measures which will help you until you can get an assessment through Access to Work.

You will benefit from working with a trusted colleague who can help you with reading and understanding written instruction and your manager has agreed to this.

I will also speak to your manager about the safety instructions being placed on a voice recording which will let you access them with ease. If possible this should be in place before your return to work

**Target completion date: 20/02/15**

## **Obstacle**

### **Anxiety about not being able to work**

#### **Recommendations:**

You told me you started to feel anxious when your manager had told you that you had to read some safety information every day and answer questions to show you had understood. We talked about the fact that another apprentice has been helping you when you have been working together but he is now on holiday for two weeks. Because of this you have felt that you cannot cope at work, and have really panicked about going in.

We talked about why you were feeling anxious and you agreed that once your manager knew of your difficulties that this should help and that you would feel less anxious.

**Target completion date: 20/02/2015**

#### **Signposting:**

You may find the following website will help you understand why we get anxious, how it affects us and what we can help to reduce this.

<http://www.patient.co.uk/health/anxiety>

**Target completion date: 20/02/2015**

## Work Adjustments

As you have had some anxiety which is affecting your sleep we agreed that you would benefit from a short phased return to work over a two week period, working 3 days the first week and 4 days the second week. This will help you ease back into your work routine.

**Target completion date: 20/02/2015**

## Return to Work Plan: Summary

Employee's Name:	Mr. Sample		
Address:	25 Sample Towers, Sample S00 0AM		
Date of Birth:	14/04/1990		
I assessed your case on:	16/02/2015		
And because of the following condition(s):	<ul style="list-style-type: none"> <li>Anxiety and Reading Difficulties</li> </ul>		
We agreed that you are:	<p>Fit for Work with Adjustments</p> <p>Phased return to work over a 2 week period</p> <p>Assistance with reading work instruction and safety materials</p>	<p>Notes</p> <p><u>Not fit for work</u> = Fit to return to usual role without adjustments</p> <p><u>Not fit for work</u> = Refrain from working for period stated below</p> <p><u>Fit for Work with Adjustments</u> = If employer is able to meet recommendations given below, employee could return</p>	
If available, and at your employer's discretion where funding is required, you may benefit from:	<p>Assessment for dyslexia - Your manager can find further information on the following website</p> <p><a href="http://www.bdadyslexia.org.uk/employer/employer-advice">www.bdadyslexia.org.uk/employer/employer-advice</a></p>		
Anticipated Return to Work Date:	23/02/2015		
This Return to Work plan is valid between stated dates:	From:	16/02/2015	To: 23/02/2015
Fit for Work Case Manager:	A. Smith		
Date of Statement:	16/02/2015		

## Return to Work Plan – Frequently Asked Questions

### Your employee's Return to Work Plan contains:

- A summary which you can use as evidence of fitness for work for Statutory Sick Pay purposes. You do not need a Fit Note whilst the employee has a valid Return to Work Plan.
- A detailed plan, containing information the employee has chosen to share with you.
- Advice regarding adjustments and interventions you may wish to consider to help your employee return to work earlier. How you act on this advice depends upon what is reasonable for your business, and is at your discretion.

### General advice while your employee is off work

- Keep in contact with your employee, at least weekly.
- If you have any questions about this Return to Work Plan please call the Fit for Work Case Manager on 0330 221 0280 / 0203 425 5000
- It is worth considering funding a recommended intervention (such as physiotherapy) in order to help your employee back to work sooner than would otherwise be the case. For more information about a range of health and work related matters, please see [www.fitforwork.org](http://www.fitforwork.org)

### How has this Return to Work Plan been developed?

- A Fit for Work Case Manager has undertaken a detailed work and health assessment with your employee and formulated and agreed recommendations which will help them return to work quickly. More aspects of your employee's work, home life and health may have been discussed; your employee has agreed to share this information with you.

### Do I have to pay for Fit for Work?

- Fit for Work is funded by the Department for Work and Pensions. You do not have to pay for your employee to have a Return to Work Plan developed. The employee must fulfil certain criteria, though, for you to make a referral – please see [www.fitforwork.org](http://www.fitforwork.org).

### Do I have to pay for any interventions you have recommended?

- Recommendations could be as simple as discussing a particular subject with an employee. Many adjustments don't cost money or time, to be helpful to both employer and employee. However, sometimes Fit for Work may recommend interventions which carry a cost.
- If you as an employer are able to pay for these interventions (for example, 4 sessions of physiotherapy) this would enable your employee to return to full productivity more quickly, and you would be exempted from benefit-in-kind tax on the amount you spend up to a maximum of £500 per employee. For further details see <https://www.gov.uk/government/publications/fit-for-work-guidance-for-employers>
- For permanent adjustments, your employee may benefit from the advice of Access to Work [www.gov.uk/access-to-work/overview](http://www.gov.uk/access-to-work/overview)

### I would like to manage the sickness absence of my employees more consistently – can you help?

- It is good practice to stay in contact with employees when they are off sick. You can find more information by visiting the Fit for Work website ([www.fitforwork.org](http://www.fitforwork.org)) including how to setup an absence management policy, as well as advice on managing common workplace health problems such as depression and stress.

### Further Information

- You can find further information and advice online at [www.fitforwork.org](http://www.fitforwork.org)