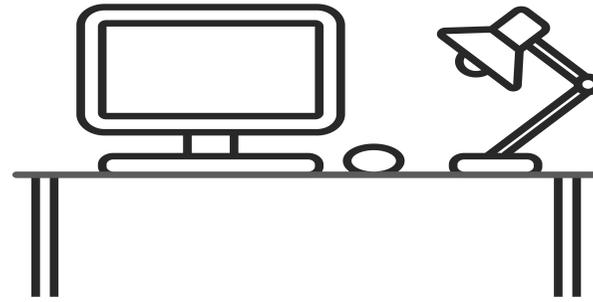


Helping people take the necessary steps back to work.

Fit for Work



Further information including guidance and FAQs for employers on Fit for Work is also available at [gov.uk](https://www.gov.uk)

England and Wales

0800 032 6235 (English)
0800 032 6233 (Cymraeg)
[fitforwork.org](https://www.fitforwork.org)

Scotland

0800 019 2211
[fitforworkscotland.scot](https://www.fitforworkscotland.scot)

Fit for Work

SUPPORT

Helping your staff to stay in work or return to work after a period of sickness absence.

What is Fit for Work?

Fit for Work offers free, expert and impartial advice to help you to support your employees with health, personal or social matters affecting their work, or return to work after a period of extended sickness absence.



How does it work?

Fit for Work will support you and your employees by providing timely access to occupational health professionals through an advice service, via our website and phone line, and a referral service.

With your employee's informed consent, you can refer them to an occupational health professional, who will produce a step-by-step Return to Work Plan, which can replace the need for a Fit Note. When obtaining your employee's informed consent, you can give them a leaflet which contains information about Fit for Work.

Questions about Fit for Work?
We're listening.

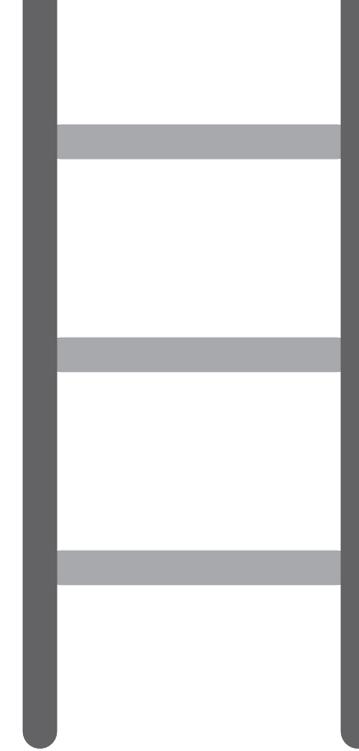
Benefits of Fit for Work

We help provide a step-by-step plan for your employee's return to work.

How will Fit for Work benefit me?

Fit for Work is free to use, and confidential. It will help your employees return to work and contribute in an effective and managed way by working with you and your employee.

Fit for Work will help you to manage the impact sickness absence can have on your business and help you to improve productivity and sustain growth.



The Government has also introduced a tax exemption of up to £500 (per year, per employee) on medical treatments recommended to help employees return to work. This will be applicable to treatments recommended by occupational health professionals within Fit for Work and health professionals within employer-arranged occupational health services.

Next steps

Referral

An employee must have given explicit and informed consent to be referred and for their personal information to be shared. Their consent must be obtained at each point of the referral process.

They must also meet certain criteria, such as having been off sick for four weeks or more, and they must be in paid employment. Fit for Work will contact the employee being referred within two days.

An assessment will be carried out by an occupational health professional focusing on health, work and personal factors stopping the employee from returning to work.

The occupational health professional will then work with the employee to agree a Return to Work Plan. The plan will address all the factors that are stopping the employee from returning to work and provide recommendations to help them on their road to recovery.

For more information on the employee journey, please visit our website (details overleaf).

What is a Return to Work Plan?

A Return to Work Plan is a step-by-step plan that has been agreed with the employee.

It provides recommendations and advice to support and help them back into work

The plan could also include some recommendations from the occupational health professional as to what changes could be made at work to make sure the person is supported. However, it is the employer's decision as to whether to implement these changes.

The employee will be able to choose whether to share their Return to Work Plan with you and/or their GP.

What do I do if I receive a Return to Work Plan?

If your employee consents to their plan being shared with you, you will receive it via email, along with further information on the next steps you need to take. The plan will include actions that can be implemented by you, your employee and their GP to help support a return to work as quickly as appropriate. You can accept a Return to Work Plan as sufficient medical information for the purposes of determining entitlement to Statutory Sick Pay. Return to Work Plans may therefore be accepted in place of a Fit Note.