

Returning to Work White Paper



Returning to Work Training

Thoughtful planning, organisation, preparation, and manageable expectations, will help ease employees back to work.

We offer two courses to help you and your organisation make sure that returning to work after an extended period of time goes as smoothly as possible

- [Returning to Work Training](#)¹, and
- [Returning to Work \(COVID-19\) Training](#)²

Both courses look at the importance of thoughtful planning, organisation, preparation, and manageable expectations, to help ease employees back in to work.

To find out more about these two courses, please find more information, please [visit our website](#)³.

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Disclaimer

This white paper is not definitive for all workplaces and Health & Safety, HR and Compliance responsibilities/duties vary depending on the type and size of businesses. This white paper is to be used as rough guidance only. iHASCO assumes no responsibility for errors or omissions in the contents of this document.

An introduction to returning to work

Your employees may have been away from work for a few weeks, a few months or even a few years; and even though returning to work can be exciting for them, going back isn't always easy, no matter who they are, why they've been away, where they work or what they do.

For many people, returning to work is a step towards regaining a sense of normality - or at least a familiar routine. For many, it's a positive and exciting time but for others it can be daunting. There's no right or wrong way to feel and it's natural to have some concerns. That's why the way returning to work is handled can make all the difference, both to employees and to the organisation as a whole.

When the time comes for employees to return to work, thoughtful planning, organisation, preparation, and manageable expectations will help ease them back in; so we'll touch upon how an employer can help their employees before they go back, how to handle their first few days, and what happens going forward.

When can an employee return to work?

Returning to work after a pandemic

In light of a pandemic, such as COVID-19, there's a lot of uncertainty regarding when employees will be able to return to work. We advise that you continue to follow government advice at all times in order to avoid a potential outbreak at your workplace.

It goes without saying that a major outbreak, like COVID-19, will garner a lot of attention and coverage from the press. This has its benefits - you'll always have access to the latest news, for example - but with greater coverage comes more opinions, more false information and more conspiracy theories, especially on social media. It's important to always consider where the information you read comes from and only trust reputable sources like the NHS, the World Health Organisation, and GOV.uk.

Returning to work after pregnancy

An employer is not permitted to allow an employee to return to work for a period of two weeks after giving birth, starting with the date their baby is born. This is known as compulsory maternity leave.

If an employee works in a factory, they will not be able to return to work for four weeks after giving birth.



After that, it is up to the employee to decide when they want to return to work, but if they decide to return to work early (before taking their full 52 weeks of leave) they must give the employer at least eight weeks' notice of their plan to do this.

Employees must give the same eight weeks' notice if they decide to end their maternity leave early so that their partner can take Shared Parental Leave.

Returning to work after bereavement

Bereavement leave entitlement is additional time off that your employees can take when someone close to them passes away.

Although there is no statutory bereavement leave in the UK, employees can take a "reasonable" number of days off to care for dependants in the case of an emergency, this also includes the death of a dependant. However, it doesn't cover time off to grieve.

The [Employment Rights Act 1996](#)⁴ defines a dependant as a spouse, partner, child, parent or individual that your employee provides care for.

There's no set number of days that you must give your staff as part of bereavement leave entitlement in the UK, though it is suggested to give a minimum of two days off. Many organisations, however, opt for three to five unpaid days for bereavement leave.

It's important, though difficult, to find the right balance. It may seem like the "right thing to do" is to give bereaved employees as much time off as you can, but this comes with risks. Time away from work, especially if they live alone, can cause feelings of loneliness and isolation making it harder for them to return to work. In turn, this increases the likelihood that they'll take sick leave and be absent from work for longer, increasing their feelings of isolation in an ever downward spiral. Stay in contact with a bereaved employee, don't rush them back to work before they're ready and adjust your expectations when they do return, their mind will likely be somewhere else for a while.

Returning to work after sickness

Employees must give their employer a doctor's 'fit note' if they've been off sick for more than 7 days in a row. This includes non-working days, such as weekends and bank holidays.

A "fit note" advises employers as to the fitness of an employee, i.e. whether they're ready to return to their role fully, whether they need to take on lighter duties, or whether there are any "reasonable adjustments" you need to make to help their return to work, for example, working fewer hours or providing specialist equipment.



Employees self-isolating due to COVID-19 can get an 'isolation note' online from NHS 111. They do not have to go to their GP or a hospital to receive this note.

Policies

Every workplace has different rules on what they consider an acceptable reason for absence. To help communicate your expectations to employees, it's crucial that you establish an absence policy.

An absence policy should make it clear exactly what's expected from both you and your employees if they need time off work.

An absence policy should include:

- how to report absences, including who to report to and when
- when they need to provide a sick note from their doctor
- when return to work discussions will be held and with who
- how to stay in touch and how often they should do so
- how you monitor absences and if there are any 'trigger' points at which a review takes place
- whether you provide occupational health or an employee assistance programme (EAP) and when this starts, and
- how much sick pay is offered and for how long



Welcome back "1 to 1" meetings

Many organisations include, among their policies, the need for a meeting with employees after absences, often known as 'return to work' meetings. They're usually held on the first day an employee returns to work. This allows their manager to check whether they have all the support they need to safely carry out their duties.

A return to work interview can be really helpful, both for employees and their line manager. A face-to-face meeting will give the organisation a better understanding about how to help their employees and identify whether there's any wider issues which may need closer attention. For example, if several employees have been off sick with work-related illness then there may be changes you can make to avoid similar situations in the future. Return to work meetings also reassure employees that you're able to support them as they transition back to work.

The interview doesn't need to take very long, but it should:

1. Welcome the employee back. A face-to-face interview gives you the chance to properly welcome them back and make sure they're feeling well enough to resume their duties.

2. Tell the employee anything they need to know. Has anything changed in their absence? Update them on the most important details, but don't overwhelm them!
3. Identify any adjustments the employee needs. If they're not able to go back to their normal activities, give them a chance to talk with their manager about it and ask for any changes they may need to support their return to work.
4. Create a plan. Agree on a plan that will help phase them back into work gradually, so that they can work towards getting back up to full speed at a pace comfortable to them.
5. Confirm their absence record. The organisation will need to check that the employee's days off have been recorded properly.
6. Allow them to ask questions. Offer employees a chance to ask any questions that might be on their mind.

Employees may have already covered much of the above in their preparation for return but doing this on their first day back is a great confirmation that their planning has worked.

After the initial welcome back meeting, schedule regular catch ups with the employee to give them an opportunity to talk about how they are getting on. Encourage them to talk honestly about what they're finding helpful and what isn't working.

Emotional challenges

There are many emotional challenges for employees returning to work. Their thoughts and feelings about their return can be both positive and negative, ranging from fear to excitement. Employers can help by recognising that all humans have emotions and that keeping them under control is easier said than done. However, with some understanding and support, employees can return to work and settle back into their role.

Dealing with employee emotions after a bereavement is a particular challenge. Grief affects everyone differently and, for some, the idea of getting back to some sort of normality appeals, whilst others need more gentle encouragement to return and face their colleagues and the rest of the world. Also, the pace of getting back into work is something that is dependent on the individual. Some people are very good at hiding their emotions, however this is a dangerous strategy and more often than not it'll have repercussions. Offering employees a safe place to discuss their thoughts and feelings is crucial to the return to work process.



How to deal with difficult emotions

Some emotions are more difficult to deal with than others but ignoring them is detrimental to

your wellbeing. Instead, accept that emotions are an inevitable part of life and don't push them away.

Be Mindful

If you feel a sudden rise of emotion stop and become aware of what you are experiencing. It could be a pounding heart, lump in your throat or an ache in your stomach. This alerts you to the fact you may need to take a break. Don't ignore your emotion but take time to process it.

Identify & Accept

Can you label the emotion you are experiencing? It could be anger, sadness, fear or something else. It is best to recognise it rather than pretend it isn't there as it will resurface.

Question

Do you know why this emotion has emerged? Try and find an explanation for it so you can make sense of it. Don't judge yourself and remind yourself that it is normal to have emotions.

Act

What should you do with this emotion? Should you simply just acknowledge it and pause for a breath before carrying on? Perhaps you could talk to someone or maybe try to alter your mood?



Be positive

It can be incredibly difficult to override negative emotions, however focus on positive thoughts and notice things that make you happy, no matter how small. This can help improve your wellbeing.

Seek help

Don't be afraid to seek help if negative emotions are consuming you. Talk to someone you trust - either a family member, colleague or seek help from your GP.

How can employers deal with the emotional challenges of an employee returning to work after a bereavement?

Losing someone that has been a part of your life is devastating and even after taking bereavement leave, emotions can still be raw. So, how can employers support workers suffering from grief?

Implement a gradual return: When having a conversation about returning to work, it's a good idea to address whether the employee would feel more comfortable returning on a part time basis or working reduced hours. For example, you could suggest working mornings only for the first week. This will help them get back into their routine, easing pressure so they can deal with their feelings and settle back into work gradually. This arrangement could be

reviewed as they go so they only return to their full hours when they're ready, or you can agree a plan with them over several weeks to get them up to their contracted hours.

Inform colleagues of their return to work: Before the individual returns to work, it's best to have a conversation with them about informing their colleagues about their return. It does depend on the size of the organisation, but it's possible that they're dreading having to talk about their bereavement to all their well meaning colleagues on their return. Maybe a few words of condolences are welcomed and will help them feel supported but this needs to be carefully handled. Either way, a quick email from HR to outline their return and any details (as agreed with the individual) can avoid the awkward situation of first getting back to the office and having to have the same conversation with everyone. HR can also provide all staff with general information on grief, which may help them understand the challenges faced by someone going through a bereavement. Arm your staff to help you help a bereaved employee back into work.

Set clear expectations: To help ease an employee back into their role it may be a good idea to focus on a few tasks rather than rush back to everything they worked on before. If they answered phones, suggest they have a certain period of time where they are not required to speak directly with customers or suppliers. This can help their return go much more smoothly and allow them to get back into the routine of work feeling more confident in their abilities. It's also important to understand that grief can cause a lack of focus, so make sure their supervisor or another colleague is on hand to check their work, if required and to provide help where needed. Taking regular breaks is also important and should be encouraged. Explain that these mechanisms are there to support them and ease pressure. It is not a reflection of their abilities.



Provide regular catch-ups: It's not easy returning to work after a bereavement, so it's important to meet regularly for 1-1 catch ups - these should take place between them and their supervisor or manager. Encourage them to be honest with how they are feeling, whether they're having a good day or a bad day. This is also important to help them manage deadlines and communicate any issues they may have. If they feel supported they will find it easier to have honest and open conversations.

Don't expect people to bottle up emotions: After a bereavement, people will often become emotional, sometimes without any warning. Seeing someone crying can make colleagues uncomfortable as they don't know what to say or do. However, crying is natural and a perfectly normal coping mechanism which actually helps the individual cope better in the long run. Whilst it could make for a difficult office atmosphere if someone is continually upset and distressed (and may alert you to the fact they need further support), recognising the occasional cry as part of the grieving process will allow the individual to feel more comfortable returning to work. If it concerns them that their emotions could surface at work then have a conversation with them about how they can deal with it. It could be that they just tell their manager that they are taking 5 minutes and can sit outside or in their car to get some space and privacy.

Support Systems

When employees return to work after an absence for whatever reason, there are different support systems which can help ease them back into their role smoothly. Support systems should also be in place to help employees whilst they are absent so that their return to work is as smooth as possible.



Ensure employees know what options are open to them for support if they're finding getting back to work too challenging; this might mean discussing any issues with an HR Manager, supervisor, colleague or Mental Health First Aider.

HR Managers

The emotional role of HR in supporting employees returning to work is vital. Formal policies and procedures can all seem scary but an HR Manager is in an ideal position to provide emotional support as well as deal with any formalities. They are in a position to liaise between an individual and their manager, which will help ensure a successful return to work. It's important that employees feel that they're supported as this will help them to have honest conversations and discuss any concerns they have, helping you help them.

An HR Manager can help employees by working with them and their manager to find solutions to the problems they're facing. Compassion and understanding go a long way and can help someone dealing with emotional challenges. An HR Manager should stay emotionally connected with employees, ask questions about how they are and pay attention to their body language and note changes in their behaviour to gain a full picture of how they're coping with their return to work. The aim is to support them in their adjustment back to work so they are happy and productive.

An HR Manager can also provide details of any Employee Assistance Plan (EAP) services that are available to them. An EAP service provides advice and support 24 hours a day, 7 days a week, all year round. Many EAP's include:

- Telephone counselling and helplines
- GP call back and medical advice, and
- Online Health portal/health assessments & personal coaching tools

Indirectly, training all staff in areas such as Mental Health awareness and Stress Awareness, can help make a workforce more sensitive to issues surrounding emotional difficulties. If a company instils a culture of kindness, understanding, and awareness, the working environment will be much more supportive for all employees. It isn't helpful for colleagues to make judgements and remarks about someone who has been absent and it should be made clear that any negative comments are not welcome.

Mental Health First Aiders

Generally, the purpose of a MHFA is to be a point of contact for employees if they're experiencing emotional distress or suffering in silence with mental health problems, such as stress, anxiety or depression, for example.

Mental Health First Aiders are trained to listen. They are trained to spot the early signs of mental ill-health in others. They are taught to confidently signpost someone to appropriate support, both internal and external, and they're equipped to deal with emergencies too - such as psychosis, thoughts of suicide, or attempted suicide.

It's important to note, however, that MHFAs are not qualified therapists, counsellors, or psychiatrists. They cannot advise, but they can listen and offer support options. They are trained to:

- Maintain confidentiality (unless someone's physical safety or life is at risk)
- Spot early signs of mental ill-health
- Assess the risk of self-harm or suicide
- Listen to what people are saying without judgement
- Know when to contact the emergency services (if required)
- Care for their own physical safety and mental wellbeing
- Know how to start a conversation with someone who may be experiencing emotional distress or mental ill health
- Encourage people to use any additional support that's available, including internal and external support systems, and
- Complete critical incident documents, where necessary



If you're interested in providing your staff with access to a Mental Health First Aider, [MHFA England](#)⁵ provides training which is open to anyone. However, before sending anyone on the training, ensure that they understand the importance of the role, that they're willing to learn about mental health and how to help others, and that they can maintain the role alongside their current responsibilities.

If you have a MHFA, make sure returning employees know who, in your organisation, has that role and how they can be contacted. As standard, you could schedule a meeting to give them the opportunity to have an informal chat with a MHFA and make sure they know they are there to support them now and in the future.

Occupational health

Some employers have occupational health services to support employees when they've been absent and are returning to work. However, many small or medium organisations will need

to use an external occupational health provider, rather than have somebody in-house. Whether an employee is suffering with ill health, an injury or has difficulties at home, an occupational health provider can be used to support them. They may be called upon to support an employee through external counselling services by being an advocate, helping them make the most of support services, or even speaking on their behalf.



Furloughed Staff

Due to the COVID-19 pandemic, some organisations have had no choice but to furlough their staff and there's likely to be a range of feelings regarding this. Some staff may be happy to be furloughed, enjoying the extra time they can spend with their family, others, however, may feel disappointed, isolated, or even rejected.

In many cases, organisations have gone through a period of huge, and sudden, change. Ideally, organisations with furloughed workers have continued to keep in touch with their employees, keeping them informed and up-to-date in order to avoid feelings of isolation. Contact about any successes or challenges or even getting furloughed workers to share pictures of what they have been up to can help keep a sense of engagement which will, in turn, make returning to work that much easier.

Once the majority of employees have returned to the workplace, there will likely be a split in the workforce between those who were furloughed and those who weren't. This can cause a certain amount of emotional turbulence and make it difficult to reintegrate the furloughed staff. Having kept them "in the loop" during their absence would go a long way to avoiding feelings of being "left behind". Ask your non-furloughed staff to bring your furloughed staff up to speed on what they've been doing and what changes have been made in order to help foster a sense of unity within the team.

What if you have agreed a planned extended break for an employee to travel or to return to study?

Some employers provide their staff with the opportunity to take extended leave, or a sabbatical. This is an agreed period away from work which is longer than their usual holiday allowance. It could be anything from 2 months up to 1 year and for a variety of different reasons, including study or travel.

If you have agreed an extended break with an employee, it's best to outline the return to work process with them before they leave. This helps outline your expectations and their needs well in advance, making the prospect of coming back to work after such a long break much less daunting.

However, it's still vitally important that employers keep in contact with any member of staff on a sabbatical to keep them up to date with essential information such as return dates, pensions, changes to processes or new staff, especially within their team, but also to keep them engaged with the company and involved, as much as possible, in new developments. Even a simple, "How's it going?" can go a long way.

Set expectations with employees going on a sabbatical, and let them know how often you will keep in touch, and for what reasons. If someone is travelling it may be difficult for them to respond, so you should adjust your expectations as well.

Whilst leaving for an extended period can make returning to work difficult, it also equips them with a fresh pair of eyes and a new set of skills, which could be a huge benefit to your organisation. Welcome them back, provide catch-up meetings and organise any training they may require.

Keeping up with workloads

After taking time away from work, whether it was an extended holiday, a bereavement or simply time taken off ill, coming back into the workplace can be quite daunting. This is especially true if there's a mountain of work waiting for them when they get back or if the fast pace of the workplace is too much to face so soon after a period of relative calm.



As previously mentioned, make sure you have 1:1 meetings when employees return to work so that you both have a clear picture of what tasks are ready for them to get back into. This also presents a good opportunity to mention anything like practices or procedures that may have changed whilst they were away. Make sure you have a list of any projects/clients of theirs that have been looked after by someone else and update them on any progress that's been made.

You might want to consider reasonable adjustments you may need to make in order to help an employee get back into their work routine. This could be a phased return to work plan (different hours/days at work) or a temporarily reduced workload for when they get back which is gradually added to over time.

Employees should also get back into the habit of making to-do lists, setting reasonable deadlines and prioritising work tasks. To prevent feeling overwhelmed, they should set achievable deadlines with you or their line manager and make sure they know which tasks should take priority.

Bereavement or being signed off

For many, an extended period of time off work may be due to personal issues such as a family bereavement or a physical and/or mental ill-health issue. In this case, there might be a different process for returning to work e.g. reduced hours, support from a colleague, a more lenient approach to breaks or by providing a quiet place to go if they need some time to themselves. As an employer, it's important that you're responsive to your employees' needs at this time and make sure that they're managing their workload and their health properly. You may also want to consider if there are elements of their work which contributed to their time off - is there anything you could eliminate or change to avoid creating a similar problem from occurring? Help people return to their best and stay there, but don't 'mollycoddle' or micro-manage them. This can cause them to feel like they aren't trusted, which may only serve to exacerbate the problem.

Here's a story from Simon. He's a 47 year old solicitor who has worked in the legal profession for 22 years. Simon shares 4 key things about returning to work after experiencing mental ill-health on [Mind.org](https://www.mind.org.uk)⁶.

Pandemics

If the reason for absence at work is due to a pandemic or an outbreak of illness, you might want to think about the procedures you need to have in place once people are allowed to go back to work. It may be that you limit the amount of people that go back to the office at any one time, perhaps those who struggle to work from home or who are least at risk should return first, gradually followed by others. You should consider (depending on the government advice at the time) whether social distancing procedures need to be in place, this may include redesigning the office layout. Be patient with your staff, even something as simple as a new office floor plan can create disruption, allow people a chance to adjust. They'll look to you and the whole management team for courage and leadership during challenging times.



Some people may well have an increased workload when they get back to work, to compensate for furloughed employees. Work with them and their line managers to work out a sensible, practicable and manageable approach to completing their work. Make sure they have support, both in order to finish their work and to deal with the emotional impact of such drastic changes. Schedule regular 1:1 meetings and make sure they're able to cope. If anyone is struggling, be open to making reasonable adjustments.

To most, work is a familiar and even comforting routine. Whether it means enjoying an early morning coffee, chatting with certain colleagues, or perhaps the first meeting on a Monday morning, there is a regularity and routine to everyone's day which is broken by taking time

away from the office. You need to be aware and sensitive to the fact that people won't fall easily back into their old routines, and may need support or simply time to adjust back into their old ways of working.

How organisations can prepare themselves if another pandemic was to occur

There aren't many things that can shut down the majority of a country's workplaces and stop people from coming together. Not many people expect that they will be a part of a global pandemic, but, as we've all recently discovered, it can and does happen, and the effects are far reaching and quite dramatic.

While, on the whole, the chances of a global pandemic are fairly slim, all organisations should try their best to be prepared, just in case. COVID-19, if nothing else, has certainly highlighted the need for an action plan within any organisation.

Due to the nature of your work, you might be affected by a pandemic very differently to other industries. For example, those working in hospitality or retail are simply not able to work whereas healthcare workers will experience a vast increase in their workload. As an employer, you have a responsibility to know what the next steps are if a national or global pandemic is declared.

Before a pandemic is declared

- Make sure that staff contact details and emergency details are up to date
- Make sure managers are clear on workplace processes such as sickness and absence policies
- Implement NHS advice on personal hygiene as soon as it is published to help decrease the risk of illness
- Provide hand sanitisers and/or tissues to staff and encourage their use
- If staff are experiencing symptoms of the pandemic, send them home and follow the appropriate medical advice at the time, and
- Review any HR policies to ensure they address the potential impact of the pandemic. In particular, sickness policies.



After a pandemic (and/or lockdown) is declared

- If you work for an office-based organisation, with your own individual computers/laptops, as far as reasonably practicable, provide your staff with whatever they need and make it as easy as possible for them to move their work to home

- Lead by example, if you panic, employees will panic. Demonstrate that you have a plan in place (whatever it may be), inform your staff calmly and sensibly
- Contact all employees to update them on the current protocol you all are adhering to so everyone knows what is going on
- Make sure all employees have a way to communicate with their managers
- Encourage staff to work from home, where possible and follow all government advice
- Arrange paperwork tasks that can be done at home for staff who do not work on computers
- Ensure that good personal hygiene practices are adopted by everyone
- Ensure that you have technical procedures in place in order to make using software from home easy and safe
- Ensure that staff are given the right equipment to work from home
- Ensure that appropriate training is given to any remaining workers who may be required to carry out unfamiliar tasks
- Make sure all employees know how to use your work systems and software at home to prevent disruption
- If you are told that all staff need to work from home or you cannot keep your business open that you let all staff know immediately, and
- If your business has had to shut down and you are no longer able to pay employees, that you ensure they know about any furlough or government funding schemes available to them

While there is not a definitive list to make you fully prepared for a pandemic of any kind, these tips should hopefully help you to feel more prepared.

Getting employees back to their best

Returning to work is best handled by working with your staff. It can be daunting for everyone involved so make things as easy and as smooth as possible for everyone. Many people will worry about what they've missed out on, what changes have been made in their absence, or even whether their role is secure in the immediate future. Support and reassure your staff, be open and communicate effectively and often, and don't leave anyone out of the loop. Work with your staff, work to their strengths and enable your management team to be as effective as they can; they know their team better than anyone else, so let them be who their team needs in this crisis.



Preparations before they leave

If your business can't remain open, or if certain members of staff need to be furloughed, there are some things you can do to make things run more smoothly. Sit down with staff before

they leave and tie up any loose ends, ask them to pass over any responsibilities to other remaining members of staff, where possible. Make sure they set up an “out of office” notification or leave an answer machine message explaining their absence and make sure that their team and other members of staff are all aware that they won’t be in the office.

Also take this opportunity to make sure you have their contact details and that they have yours. Set some reasonable expectations about when and how often you’ll contact them.

Hit the ground running

The reasons why employees take extended periods of time off differ, but as an employer, you should be as prepared as possible for them to hit the ground running when they return. You should be prepared and know what work they were doing before they left and where that work is at now, including any new tasks that you want them to get on with. Your ‘welcome back’ meetings with your employees should allow you to see how they are feeling about returning and discuss the support systems available to them. Employees should be able to pick tasks up where they left them or to know who to speak to regarding the task if someone else took it on. Make sure other colleagues know which work they should hand back to the returning employee, you don’t want anyone to feel redundant or like they’ve been replaced. Every employee is different, but you need to do your best to ease everyone back into the swing of things once they return to work.



Don’t overdo it

For some, being thrown back into work might be a little overwhelming for many different reasons. It’s important that you check in with your employees regularly to make sure that they are not feeling swamped or like they can’t cope. Try not to schedule tight or unmanageable deadlines immediately after they return and give them the time and space they need to catch up. Ease them back into their work.

There are no set rules for how an employee should return to work and no set way you should help them. Just be mindful of their needs and weigh them against the needs of your organisation. Do what you can to make it easier for everyone.

How iHASCO can help your organisation

We hope you have found this white paper helpful, but remember we’re only an email or a phone call away should you need extra help or support!

We are a market-leading provider of Online Health & Safety, HR and Business Compliance eLearning and have helped over 10,000 organisations across the UK with their workplace Training.

We've been providing various industries with high-quality eLearning for over a decade. Counting some of the UK's largest and most reputable organisations amongst our client base, our online solution is designed to equip staff and managers alike with the correct skills and knowledge to perform their day-to-day roles to the very highest standard.

Returning to Work Training

We're currently working on a [Returning to Work Training](#)¹ course that looks at what you and your organisation can do to make sure that returning to work after an extended period of time goes as smoothly as possible. The course touches upon what can be done beforehand, how to handle the first few days back, and other things such as policies and procedures.



Returning to Work (COVID-19) Training

Our [Returning to Work \(COVID-19\) Training](#)² helps to ease an employee's transition back to work in light of COVID-19. This course looks at return-to-work catch ups, risk assessments, team communication, handling concerns/anxiety in connection to COVID-19, potential new policies and practices to consider (i.e. social distancing), what to expect from managers during this time, and a few practical suggestions for handling pressure, finding focus, staying productive, and adjusting to 2020's new-normal.

Resilience Training

We are also currently working on a [Resilience Training](#)⁷ course that will provide your staff with the tools needed to build resilience in order to better manage challenges and maintain good personal wellbeing in the face of adversity. This CPD Accredited Training will also include the 'Five Pillars of Resilience'.

You can register your interest in either of these upcoming courses [here](#)⁸!



Other training courses for returning workers

With [over 100 approved online training courses](#)⁹ in our library, there are certainly courses

that your returning employees could benefit from completing after being away from work for so long. Here are some of our most popular courses for returning employees:

- See our most popular Health & Safety courses [here](#)¹⁰.
- See our most popular HR Compliance courses [here](#)¹¹.
- See our most popular Business Compliance courses [here](#)¹².

Appendix

1. <https://www.ihasco.co.uk/courses/detail/returning-to-work-training>

2. <https://www.ihasco.co.uk/courses/detail/returning-to-work-covid-19>

3. <https://www.ihasco.co.uk/courses/bundles/returning-to-work-essentials>

4. <http://www.legislation.gov.uk/ukpga/1996/18/contents>

5. <https://mhfaengland.org/>

6. <https://www.mind.org.uk/information-support/your-stories/4-key-things-about-returning-to-work-when-having-mental-health-problems/>

7. <https://www.ihasco.co.uk/courses/detail/resilience-training>

8. <https://www.ihasco.co.uk/courses/coming-soon#register>

9. <https://www.ihasco.co.uk/courses>

10. <https://www.ihasco.co.uk/courses/type/health-safety-training>

11. <https://www.ihasco.co.uk/courses/type/hr-compliance-training>

12. <https://www.ihasco.co.uk/courses/type/business-compliance-training>