Confidential/addressee only

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreed start date: \_\_\_\_\_\_\_\_\_\_
Agreed end date: \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Contractual hours** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| Start & finish times |  |  |  |  |  |  |  |
| Meal breaks |  |  |  |  |  |  |  |
| Net hours |  |  |  |  |  |  |  |

**Phased return to work plan**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Week commencing date** |  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| 1 |  | working |  |  |  |  |  |  |  |
| sick |  |  |  |  |  |  |  |
| 2 |  | working |  |  |  |  |  |  |  |
| sick |  |  |  |  |  |  |  |
| 3 |  | working |  |  |  |  |  |  |  |
| sick |  |  |  |  |  |  |  |
| 4 |  | working |  |  |  |  |  |  |  |
| sick |  |  |  |  |  |  |  |
| 5 |  | working |  |  |  |  |  |  |  |
| sick |  |  |  |  |  |  |  |

IPSA guidance about phased return to work says:

**C6. Phased return**

A phased return to work should only be conducted with medical evidence and agreed with the line manager/MP. It should be closely monitored and work/absence should be reported to IPSA for pay purposes. For those staff members who return to work on a phased return, the days that are not worked should be recorded to IPSA as sick absence.

The days reported as sick absence in this circumstance will continue to be counted towards the full, half and off pay calculations.

If these days absent are four or more continuous days, they will also count towards the statutory sick pay entitlement.

Half day’s absent are not counted towards sick absence for pay purposes and therefore IPSA do not need to be notified. However, it is still good practice that an MP keeps a record of these. The guidance can be found here: <https://www.theipsa.org.uk/ipsa-for-mps/guidance/>

**Using the phased return to work chart**

If whole, contractual days are worked, enter **W**; if whole contractual day not worked, mark **S** for sick. If part days are worked, please include actual hours worked, and actual hours to be considered sick leave.

Sick leave will be paid at the appropriate rate. Meal breaks are unpaid.

Review plan and actual working regularly and adjust as necessary.

Please email this form to IPSA (payroll@theipsa.org.uk) to ensure pay is correct.

If previous sick absences haven’t been reported to IPSA please also email them the relevant dates.

Please be mindful of the payroll cut off dates for adjustments (<https://www.theipsa.org.uk/ipsa-for-mps/>)

Most phased return to work plans are completed in 4 to 6 weeks and should show a steady return to full contractual working. If that proves to be problematic and the plan looks to exceed 12 weeks, you may need to consider a contractual change in working hours - please contact Members’ HR Advisory Service: membershr@parliament.uk; telephone 020 729 2080 for further advice.

Employer signature & date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature & date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_