

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 counted towards sick absence for pay purposes and therefore IPSA needs to be notified.

For more information, visit [Staff sickness](#).

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](#).

Most phased return to work plans are completed in four to six 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 at membershr@parliament.uk or by telephone 020 7219 2080 for further advice.

Employer signature & date: _____

Employee signature & date: _____