

Fit for Work

PRIVATE & CONFIDENTIAL

Mr. Sample
25 Sample Towers,
Sample
S00 0AM

Date: 16.02.15

Dear Mr. Sample

Thank you for taking the time to speak to me on 16.02.15, following your referral to Fit for Work.

We spoke about how your condition affects you, how it affects you at work and the steps you may be able to take to return to work.

This plan provides a detailed explanation of the agreed recommendations of support and activities which we discussed, and any timeframes which we agreed were reasonable for progressing these recommendations.

You can use this plan to help you to return to work, and you can also use it to have discussions with your employer or your GP. It would be very helpful to discuss any recommendations for work place adjustments with your employer, according to any timeframe included in this plan, and before you plan to return to work. Any recommendations made for your employer are advisory, and it will be at their discretion if these are implemented.

Thank you for participating in Fit for Work. If you would like to discuss the content of this plan, please do not hesitate to contact me directly on the telephone number provided below.

Yours sincerely

A. Smith, Case Manager

Fit for Work
0833382222

Return to Work Date – how you can use your plan

Your plan includes your anticipated return to work date. This will provide your employer with evidence of fitness to work for Statutory Sick Pay. It works in the same way as a Fit Note from your GP. This means that you will not need to return to your GP to ask for another fit note unless or until you are discharged from Fit for Work.

If you need to provide information about your health condition and fitness for work to support a benefit claim, you can provide Jobcentre Plus with the summary section and subsequent page at the back of this plan.

Mr. Sample : Return to Work Plan

Obstacle: unable to read and understand important documents at work

| Share with GP | Share with Employer |
|---------------|---------------------|
| No | No |

Recommendations:

We agreed that when you get this letter you would ask your brother to help you read it before I call you on 21st February at 2pm.

Completion date: 23.02.15.

Obstacle: Reading difficulties

| Share with GP | Share with Employer |
|---------------|---------------------|
| Yes | Yes |

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 every day life much easier and more enjoyable.

You agreed that I could talk to your manager today if he is available and to discuss your issues in the workplace and how he may help you overcome them i.e. 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.

Completion date: 20.02.15.

Signposting:

Fit for Work

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 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

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

Completion date: 20.2.15 to contact BDA and you would let me know what they suggest on 21.02.15 when we speak again

Obstacle : anxiety about not being able to do your work

| Share with GP | Share with Employer |
|---------------|---------------------|
| Yes | Yes |

Recommendations:

You told me you started to feel anxious when your manager had told you that you had to read some safety information everyday and answer some 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.

Completion date: 20.2.15

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>

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Completion date: 20.02.15

Obstacle : drinking levels

| Share with GP | Share with Employer |
|---------------|---------------------|
| Yes | No |

Recommendations:

We talked about the fact you were drinking up to 40 units a week to help you stop worrying and go to sleep. As you work in a high risk area you agreed that this could affect your judgment at work. You also agreed that this was not the best way to cope. You told me you had stopped going to the gym but when you did go you felt better and slept well. You also told me that you drank a lot less when you were working out. We talked about how exercise can be very helpful in helping you sleep better and feel less anxious.

You agreed that you would start going to the gym again and reduce the amount you were drinking to a sensible amount 5-6 pints a week and that these pints would be with your friends at the weekends as these were the drinks you really enjoy.

Completion date: 20.2.15

Signposting: We agreed that I would send you details of a website that gives some general information on sensible drinking. You also agreed that you would keep a drink diary so you are aware of how much you are drinking.

www.drinksmarter.org

Completion date: 20.02.15

| | |
|--|-----------|
| Fit for Work will next contact you on: | 21.02.15 |
| by: | Telephone |
| Anticipated return to work date: | 23.02.15 |

Fit for Work

There is further advice and information available on our website. If you would like to speak to a member of the Fit for Work team please telephone 0845 334 334

Return to Work Plan – FAQ's

Your return to work plan contains:

- A summary which you can give to your employer instead of a Fit Note.
- A declaration for you to fill in if you need to make a claim for benefit.
- Your detailed return to work plan, as discussed with your Fit for Work Case Manager.

General advice while off work

- Keep in contact with your employer, at least once weekly.
- Look after your general health by eating well, exercising, making sure you get enough sleep and doing something you enjoy every day.
- Follow your GP's advice.

What happens next?

- Fit for Work has made some recommendations to help you return to work. These recommendations could be things for you, your employer or your GP to take up.
- Fit for Work may have discussed setting up a further appointment with you, or the next contact may just be a text or email to see how you are getting on.
- Fit for Work is available to provide you with additional advice and guidance for up to 3 months from your referral or until you return to work. During this period, you can contact your Case Manager with any queries or new issues that arise.
- You can also visit our website to find out more about health and work, and the Fit for Work advice line, if you need to speak to a Case Manager.
- When you go back to work, or at the end of 3 months, we will discharge you from Fit for Work. You will then be contacted by email / telephone to ask you about your experience and how satisfied you were with fit for Work.

Return to Work Plan: Summary

| | |
|--|---|
| Employee's Name: | Mr. Sample |
| Address: | 25 Sample Towers, Sample S00 0AM |
| Date of Birth: | 14.04.1992 |
| I assessed your case on: | 16.02.15 |
| And because of the following condition(s): | <ul style="list-style-type: none">• Anxiety |

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| | | | | |
|---|--|-----------------|---|-----------------|
| <p>We agreed that you:</p> | <p>May be fit for work – if manager is able to meet the recommendations given below the employee could return to work 26 February 2015</p> <ul style="list-style-type: none"> • Meet your manager on 25th February to discuss ways to help with your difficulties with reading at work • Tell your manager about the suggestions from your contact with Access to Work • Your manager can find further information on the following website www.bdadyslexia.org.uk/employer/employer-advice | | <p>Notes</p> <p><u>Not fit for work</u> = Refrain from working for period stated below</p> <p><u>May be fit for work</u> = If employer is able to meet recommendations given below, employee could return</p> | |
| <p>If available, and at your employer's discretion where funding is required, you may benefit from:</p> | <p>Assessment for dyslexia - Your manager can find further information on the following website www.bdadyslexia.org.uk/employer/employer-advice</p> | | | |
| <p>This Return to Work plan is valid between stated dates:</p> | <p>From:</p> | <p>16.02.15</p> | <p>To:</p> | <p>23.02.15</p> |
| <p>Fit for Work Case Manager:</p> | <p>A. Smith</p> | | | |
| <p>Date of Statement:</p> | <p>19.02.15</p> | | | |

Fit for Work

Return to Work Plan: Making a claim to social security benefits

You can use the Return to Work Plan summary to make a claim for social security benefits. Please read the notes below and fill in your details if you are claiming social security benefit, and sign and date the declaration. If you cannot fill in your details yourself, ask someone else to do it for you.

What the advice means when claiming benefits

Not fit for work:

Your Case Manager will advise this when they believe that your health condition means you should refrain from work for the stated period of time.

May be fit for work taking account of the following advice:

Your Case Manager will recommend this when they believe that you may be able to return to work with some support from your employer. Sometimes it may not be possible for your employer to act on the case manager's advice and you will not be able to return to work until you have further recovered. You do not need to get a further statement from your doctor to confirm this.

If you are employed

If you are not fit for work, or your employer cannot support your return to work, your employer should consider paying statutory sick pay (SSP) based on the information provided. If SSP cannot be paid, or your SSP is ending, your employer will give you form SSP1 to claim social security benefits.

Social Security benefit claiming

If you are claiming social security benefits because of your health condition, send this form to your Jobcentre Plus office. If you are claiming social security benefits for any other reason, you must inform Jobcentre Plus of your change of circumstances.

If you wish to make a new claim to social security benefits you can:

- Download a claim form at www.direct.gov.uk/benefits or
- Phone xxxxxxxxxxxx (8am to 6pm Monday to Friday). Textphone users call xxxxxxxx

| | |
|---|--|
| Name: | |
| Date of Birth: | |
| National Insurance Number: | |
| Declaration – for social security benefit claimants only I agree that my doctor may give the Department for Work and Pensions or a health professional acting on its behalf information which is needed to process my claim to benefit and any request for it to be looked at again | |
| Your Signature: | |
| Date: | |

Further Information

More information can be found online at: www.fitforwork.co.uk/advice
Or by ringing 0800 032 6235.