

## Predictable leave – return to work

Date of return can be predicted prior to commencement of absence

### Step 1

Trainee and TPD meet prior to **commencing** planned leave  
TOI from completed ensuring date of return has been included  
TPD indicates whether returning to base site or rotation is in best interests of trainee

### Step 2

TPD sends TOI form to DME office and TPM **within 2 weeks of planned leave commencing**

#### Role of DME office

DME office completes **return to work checklist** ensuring all appropriate personnel are aware of the date of the trainees return to work

TPM - as per NES processes

If the trainee is rotating to a new placement or is staying within previous placement - local service should be made aware of the trainees date of return at least 8 weeks prior and induction and supervision arrangements must be in place prior to return

2 weeks of daytime duties must be considered for trainees returning from extended leave prior to undertaking any out of hours work

Unplanned leave: return to work e.g. health reasons

Date of return is uncertain at start of period of absence

Step 1

Trainee and TPD meet within 2 weeks of unplanned leave\*  
TOI from completed with estimated date of return has been included\*\*  
TPD indicates whether returning to base site or rotation is in best interests of trainee

Step 2

TPD sends TOI form to DME office and TPM **as soon as is practicable given reason for absence**

Occupational health / local service agree date of return and any reasonable adjustments +/- phased return  
Annual leave to be included in all correspondence to ensure appropriate allocation

Role of DME office

DME office completes **return to work checklist** ensuring all appropriate personnel are aware of the date of the trainees return to work

TPM as per  
NES  
Processes

If the trainee is rotating to a new placement or is staying within previous placement - local service should be made aware of the trainees date of return at least 8 weeks prior and induction and supervision arrangements must be in place prior to return

2 weeks of daytime duties must be considered for trainees returning from extended leave prior to undertaking any out of hours work

\* If appropriate  
\*\* date may change

## Maternity leave - return to work

### Semi planned and predictable return to work date

#### Step 1

Trainee and TPD meet prior to **commencing** planned maternity leave  
TOI from completed ensuring predicted date of return has been  
included\*

TPD indicates whether returning to base site or rotation is in best  
interests of trainee

#### Step 2

TPD sends TOI form to DME office and TPM within 2 weeks of planned  
maternity leave commencing

In discussion with educational supervisor and TPD trainees can access up  
to 10 keeping in touch (KIT) days

Annual leave allocation to be included in discussions and  
correspondance

#### Role of DME office

DME office completes **return to work checklist** ensuring all appropriate  
personnel are aware of the date of the trainees return to work

TPM - as  
per NES  
processes

If the trainee is rotating to a  
new placement or is staying  
within previous placement -  
local service should be made  
aware of the trainees date of  
return at least 8 weeks prior  
and induction and supervision  
arrangements must be in  
place prior to return

2 weeks of daytime duties  
must be considered for  
trainees returning from  
extended leave prior to  
undertaking any out of  
hours work

\*date  
may  
change

## Formal Process: return to work

### Date of return will be uncertain at the start of the absence

#### Step 1

Trainee and TPD meet at the start of the unplanned leave

TOI from completed with an estimated date of return\*

TPD indicates whether returning to base site or rotation is in best interests of trainee\*\*

\*\* If a trainee is absent from work due to a formal process the default position would be that the trainee would **not** rotate unless there are personal or legal reasons

All formal processes should be completed prior to rotation especially if that rotation is to another Health Board.

A minimum of 4 weeks must be spent in the placement they were in prior to enforced absence, not including any untaken annual leave. If returning within 2 months of the rotational date the trainee will remain in original placement and rotate at next programme rotation date.

#### Step 2

TPD sends TOI form to DME office and TPM within 2 weeks of Trainee & TPD meeting taking place

#### Role of the DME office

DME office completes **return to work checklist** ensuring all appropriate personnel are aware of the date of the trainees potential return to work

as per  
NES  
process

Meeting with Educational Supervisor / CD / HR / TPD prior to return to agree return date.

If the trainee is rotating to a new placement or is staying within previous placement - local service should be made aware of the trainees date of return at least 8 weeks prior and induction and supervision arrangements must be in place prior to return

2 weeks of daytime duties must be considered for trainees returning from extended leave prior to undertaking any out of hours work

\* date  
may  
change

RETURN TO WORK – DRAFT FLOW CHARTS