**Phased Return Process for Managers**

On agreeing a colleague can return to work on a Phased Return following a long period of sickness absence please follow the process below.

(A copy of the form can be obtained from the People Portal under Payroll & Pensions) :

(Link to be added )

**Option 1**

**Phased Return using sickness absence for periods of non-working time.**

Complete the Phased Return Breakdown form confirming the hours worked each day and the hours that will be under the Occupational Sick Pay scheme.

The main sickness absence remains open until the end of the Phased Return period.

Once the period of Phased Return has ended, the absence on iTrent should be ended.

Forward the form back to [payroll@ncgrp.co.uk](mailto:payroll@ncgrp.co.uk) who will add the hours worked back into the OSP entitlement.

Example



**Option 2**

**Phased Return using Annual Leave for periods of non-working time.**

The main period of sickness absence should be closed at the last date of the sickness absence.

Once you have agreed the Phased Return the annual leave should be added to iTrent for each part day not being worked.

There is no requirement to send the completed form to payroll, you should forward a copy of the form to your People & Development Advisor to save in the individual’s personal file.



**Option 3**

**Phased Return using both Occupational Sick Pay and Annual Leave.**

Agree the period of Occupational Sick Pay to be used first **before** using annual leave.

Once you have agreed the Phased Return the annual leave should be added to iTrent for each part day not being worked.

At the end of the period of Occupational Sick Pay close the sickness absence in iTrent.

For example on a four week phased return, using sick pay for the first two weeks the using annual leave for the remainder of the phased return period, end the sickness absence in iTrent at the end of week two.

Forward the form back to [payroll@ncgrp.co.uk](mailto:payroll@ncgrp.co.uk) who will add the hours worked back into the OSP entitlement.