17.07.2026

The stay-in-touch meeting during a leave of absence

Conversation guide – employee interview as a part of the stay-in-touch and re-entry program

Date:
Executive:
Employee:
Department/Area:

General information

The date for the stay-in-touch meeting was agreed upon during the planning meeting, to communicate possible changes and take them into account long term. This appointment is based on the duration of the leave of absence and can be arranged individually. A time frame of 1 to 1,5 hours should be counted in for this meeting. It is helpful to provide the employee with this conversation guide as well. That way, both parties can prepare for the meeting in advance and possibly shorten the duration of the conversation.

- Have any framework conditions changed during the leave of absence or on the part of the department?

- How satisfied are you with the current exchange of information (and if applicable, the buddy-model)? What is going well? Is there room for improvement in any areas? Which topics should be discussed?