

Long Term Absence
Short-term absence period exceeds four weeks or fit note received for over 4 weeks

Keep in contact with the employee every 2 weeks and arrange a welfare visit as required

Complete OH referral form

Review OH Report

Discuss OH report with employee

Can we make reasonable adjustments, provide phased return, amended duties, workplace adaptations to aid a return to work?

Discuss and confirm support with employee and make the necessary arrangements (if required refer back to OH after a period)

Conduct a return to work interview on first day of return

End

Complete necessary paperwork with HR services

End

Ill health retiral confirmed by OH?

Meet with employee and discuss recent OH report and other medical records and review again any potential adjustments, phased return, amended duties, workplace adaptations or redeployment to aid a return to work

Any alternative to dismissal on grounds of capability?

Manager conducts a review and considers an attendance hearing to review termination on grounds of capability. Complete paperwork with support from HR services

End

Complete OH referral form

Can redeployment options be explored?

Review redeployment options and discuss with employee

Is a suitable role available?

Finalise details and confirm changes to terms and conditions in writing (refer back to OH if required)

End

Form
Guidance

