

# Completing Long Term Sickness Absence Informal Health Review Meetings

Ensure you are familiar with the employee's case and have all information to hand prior to the meeting

Complete informal stage paperwork as you progress through the meeting capturing all the relevant detail

Update on GRS

Make clear that the purpose of the meeting is to discuss sickness history

Explain sickness absence policy remembering to mention trigger points

Discuss sensitively the detail of the reasons for absence

Discuss current treatments, appointments; family problems (treat confidentially)

Offer any potential support if needed, advising of EAP and arrange OH visit

Explore solutions that would support attendance

Advise that on receipt of the OH report the next meeting will be formal