

Completing Short Term Sickness Absence Formal Health Review Meetings

14 days notice required

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

Update on GRS

Complete formal stage paperwork as you progress through the meeting capturing every relevant detail

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

Explain sickness absence policy remembering to mention trigger points

Where appropriate point out that the number of periods of absence may be unacceptable to the Trust

Discuss sensitively all sickness absence that has occurred the last 12 months

Identify trends over a longer timeframe e.g. 2-5 yrs

Look for patterns such as weekends or nightshifts

Identify why outcomes of return to work review meeting were unsuccessful

Reference previous absence discussions and warnings within last 12 months

Discuss current progress, appointments and any family problems (treat confidentially)

Ascertain what support has already been given and offer further appropriate support i.e. OH referral, EAP

Give careful consideration to potential outcomes in order to assist and improve regular attendance

Revoke permission for secondary employment

Final Written warning (valid for 12 months)

Counselling

Overtime ban

No further absence for 6 months

Informal verbal warning (valid for 6 months) only if not previously issued

Consider move to capability to consider termination of employment

First Written warning (valid for 12 months)

Set review meeting date for 6 months, unless, a further absence occurs sooner whereby it may be necessary to hold a further formal meeting before that time