

**Strictly Confidential**

**(employee name)**

**Final Stage Sickness Hearing Report**

**(month) 2018**

**(name of school)**

**Manager/Headteacher: (name)**  
**HR Consultant: (name),**

**APPENDICES**

**No.      Content**

**Background**

Details of current/previous post

State when the employee commenced employment with Waltham Forest, state what role and give a brief description of the duties.

State any specifics regarding the role which may have an impact on the hearing i.e. does it involve a lot of walking? Is it sedentary? Is the work outside?

State whether the employee is employed on a full time or part time basis giving hours worked per week and if necessary a work schedule.

**Sickness Record to Date (see appendix x)**

**Schedule of Sickness (12 month period)**

<b>Dates of Sickness Absence</b>	<b>Number of Days Lost</b>	<b>Nature of Sickness</b>	<b>Self Certificate/Medical note</b>

**Chronology of Events**

Outline the schedule of events that led up to arranging a final formal hearing e.g.

Date:

Event:

31.03.2012

Absence for 100 days due to operation on foot.

**Management of Absence**

Detail of sickness absence during the specified period. Detail what was said, detail reasons for absence. Detail any meetings, informal meetings, occupational health referrals and reports received. Detail any targets set, and any redeployment opportunities offered/pursued. Present information in chronological order starting from when the absence became a concern.

This section should leave the Hearing Officer in no doubt as to why the matter has been brought to a final formal hearing, and all relevant information, and any information used in the presenting manager's pack should be referenced in this section.

### Current Medical Opinion

Summarise the latest medical opinion regarding Employee A's health. What is the prognosis? Is the employee likely to be able to give regular and efficient service in the near future? What (if any) specialist advice has been sought? Does the employee's condition fall within the definition of a disability provided by the Disability Discrimination Act 1995? Is the employee able to return to work with reasonable adjustments?

### Effect of Sickness Absence on the Service/Conclusion

Detail the effect of sickness absence on service delivery. What affect has Employee A's absence had on the rest of the team? Has a temporary employee been hired to cover the work? Is the rest of the team covering this work?

### Recommendation

Offer a very brief summary of the information above presented in chronological order starting with the beginning of the absence, Occupational Health advice, reasonable adjustments considered, medical retirement (as necessary) or redeployment options. Offer a view regarding prognosis and the likelihood of being able to give regular and efficient service in the future

**End of Report**