

### Sickness Absence Formal Stage Checklist

<b>Date:</b>	
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#### When is the formal stage triggered?

The formal stage of the sickness procedure should be used when the manager/Headteacher has met with the employee informally, the triggers set at the informal meeting have been passed and in most cases, when the employee has been referred to occupational health for evaluation. In some cases, a referral to occupational health may not be necessary, for example where current medical reports or sickness absence certificates give adequate information regarding the likelihood of the employee returning to work, an indication as to future fitness, and/or comments on adjustments which could be made to the employee's working conditions to alleviate the problem.

#### Who needs to attend the meeting?

The meeting should be attended by:

- The manager/Headteacher
- A representative from HR
- The employee in question
- A trade union official or other colleague (if the employee makes a suitable request)

#### What notice should be given to the employee?

The employee should be given 5 working days written notice of a meeting (or less by mutual agreement).

The notice should specify the date of the meeting and the issues which will be discussed.

The notice should offer the employee the right to postpone the meeting to another date with 5 working days of the original date if their representative will not be available on the first chosen date (an adjournment may be increased in exceptional circumstances at the manager's discretion or by mutual agreement)

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## SECTION 1 : Pre-meeting preparation

To assist the manager/Headteacher with the conduct of the formal hearing, it is advisable to prepare for the meeting beforehand. The following checkboxes should be completed prior to a formal hearing to ensure that all issues are covered and properly considered..

**Employee name:**

**Manager:**

**Dates / reasons given for absence:**

Dates	Reasons

**Total days' absence in last 6/12 months:**

Are you aware of any personal / work / domestic circumstances which may be contributing to the employee's absence?

Yes

No

If 'yes', please give details:

Briefly summarise any medical information received as to the employee's health:

Nature of illness / injury:

Cause of illness / injury:

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Likely timescale for return to work:

Impact on ability to perform current role:

Suggestions for ways to improve situation:

What is the effect of the employee's absence on his/her work (for example, poor standards of service delivery, increased burden on colleagues)? Give actual examples where possible.

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What targets are you going to set for improvement? Please specify a suitable timeframe in weeks or months:

Timescale	Target

Given the type of illness / injury, and the sickness record of the employee concerned, are there any options for changing role / duties to improve attendance or facilitate an earlier return to work?

If yes, please give details:

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## Section 2 – meeting agenda

To ensure that the meeting is conducted fairly, manager/Headteacher's may use the following meeting agenda.

### 1. Opening remarks

The manager/Headteacher should explain the purpose of the meeting – namely:

- to discuss the employee's absence record,
- to discuss the cause of the absence and any medical evidence available,
- its effect on the employee's work and the team,
- the likelihood of the employee returning to work,
- any change to working arrangements which may be possible, and
- any targets for improvement needed (a return to work date and/or reasonable standards for attendance).

The employee should also be warned that if standards do not improve, matters may progress to stage 2 – dismissal (although with a right to appeal).

The role of the representative should be explained, namely that they are present to assist the employee, but may not answer questions on his/her behalf.

### 2. Cause of absence

Re-state the employee's absence record – giving examples and reasons for illness. Refer to any medical reports. Ask for an explanation for the causes of the illness / injury – whether there may be any underlying causes or reasons to be discussed.

### 3. Effect on ability to perform role

Highlight examples where service delivery / the team have been effected by the employee's absence.

### 4. Adjustments

Are there reasonable adjustments to the employee's role which could ensure a better sickness record / earlier return to work?

### 5. Targets / Actions

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What targets must the employee reach in a given period – for example, no more than 2 days' sickness absence in the next 2 months, or a return to work by a given date. Are there other actions the employee could take to improve their situation – i.e. seek alternative treatment, see a specialist, use equipment / remedial devices (back supports etc).

**6. AOB.**

Set date of next meeting. Ask if the employee / representative has anything to add. Confirm that a letter will be sent within 5 working days recording the decisions / actions to be taken, and reconfirming the fact that the next stage could include a second formal hearing and dismissal if targets are not met.

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**SECTION 3 : Meeting transcript**

**Record of a Stage 1 Sickness Meeting**

**Location:**

**Time:**

**Date:**

**Present:**

**MANAGE/HEADTEACHER**

**EMPLOYEE NAME**

**OTHER PARTIES PRESENT**

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**Documents supplied at / referred to at the Hearing:**

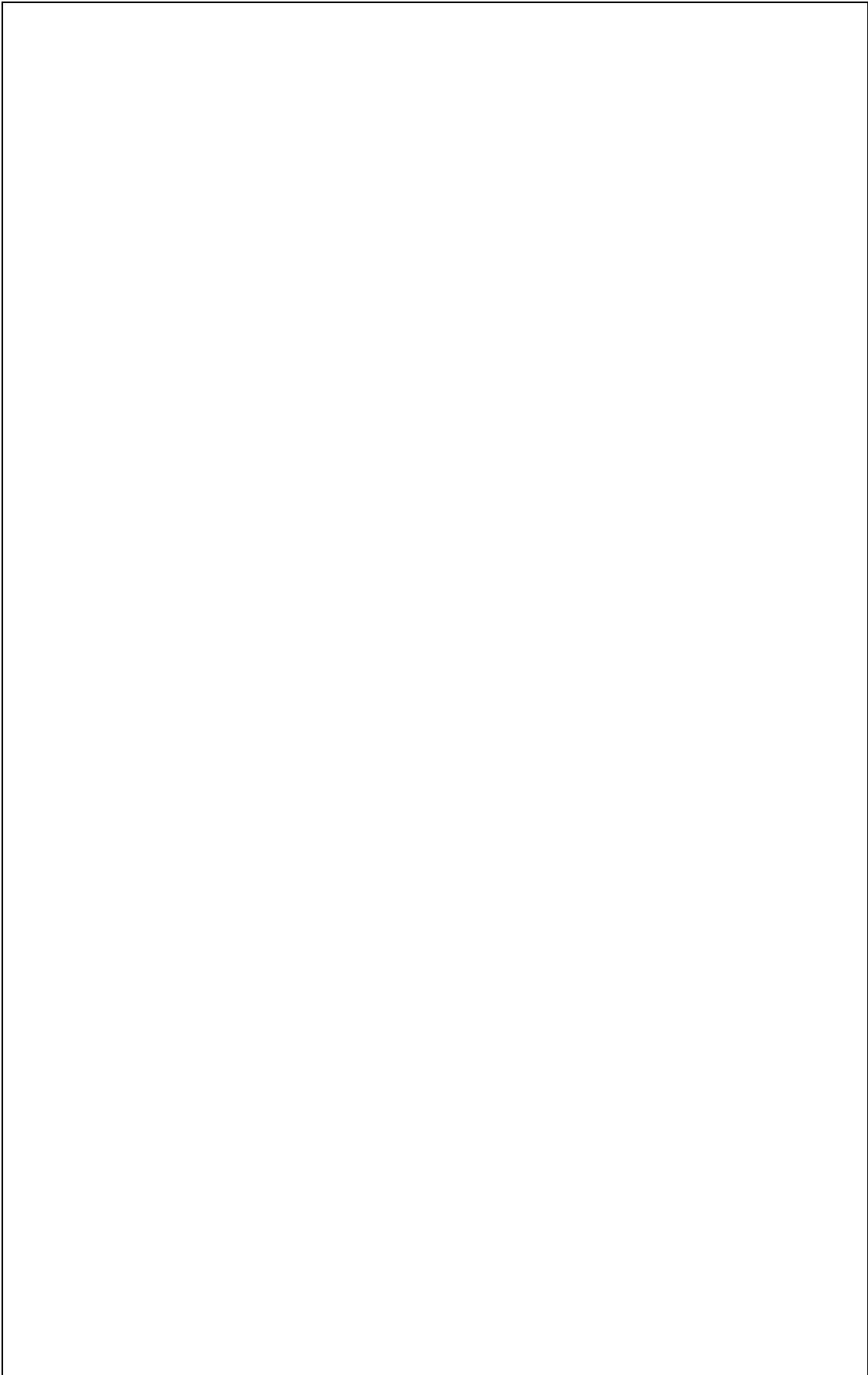
1. Medical certificates:
  
2. Occupational Health Reports:
  
3. Self Certification Forms:
  
4. Notes from previous meetings:

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**Notes:**



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**Monitoring period (weeks  
/ months):**

**Target:**

**Signature of manager:**

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