

**Sickness Absence
Final Stage Meeting Checklist**

Date:	
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When is the final stage triggered?

The final stage of the sickness procedure should be used when the employee has met with the employee informally, when the employee has been referred to occupational health for evaluation, and when a Formal Stage has already been conducted (and targets set have not been met, or sickness absence levels have not improved). In some cases, a referral to occupational health may not be necessary a second time, 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:

- Headteacher/Panel of Governors
- School Management to present School case
- 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 Headteacher/Chair of Panel's discretion or by mutual agreement)

SECTION 1: FINAL STAGE - pre-meeting preparation

To assist the Headteacher/Chair of Panel 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:

Headteacher/Chair :

Dates / reasons given for absence since Formal Stage 1:	Dates	Reasons

Total days' absence in last 6/12 months:

Having reviewed the case notes and circumstances of the case, do you believe that the employee has been treated reasonably in all the circumstances? If no, please give reasons:

Given the type of illness / injury, and the sickness record of the employee concerned, are there any options for:

Making reasonable adaptations to the work, work place, or working arrangements.

Early Retirement

Redeployment search for a reasonable period

Termination of the employment contract

Please give your reasoning for accepting or rejecting **all** of the above options:

Reasonable Adaptations:

Early Retirement:

Redeployment search:

Termination of contract:

Section 2: Meeting Agenda

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

1. Opening remarks

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

- to discuss the employee's continuing 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 or other course of action (see list in pre-meeting preparation above). Ensure that dismissal is mentioned as a possible outcome – although with a right of appeal against the decision.

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? Give list of alternatives to the employee (reasonable adaptations to work, work place or working arrangements, compulsory transfer, redeployment, demotion, termination of contract), listen to their suggestions for alternatives to dismissal

5. Actions

Chair of Panel should give their decision as to the course of action to be taken, or if necessary, confirm that the decision will be sent to the employee within 5 working days of the meeting (including a summary of the issues considered and the right of appeal)

6. AOB.

SECTION 3 : Meeting transcript

Record of a Final Stage Sickness Hearing

Location:

Time:

Date:

Present:

HEADTEACHER/CHAIR

EMPLOYEE NAME

OTHER PARTIES PRESENT

Documents supplied at / referred to at the Hearing:

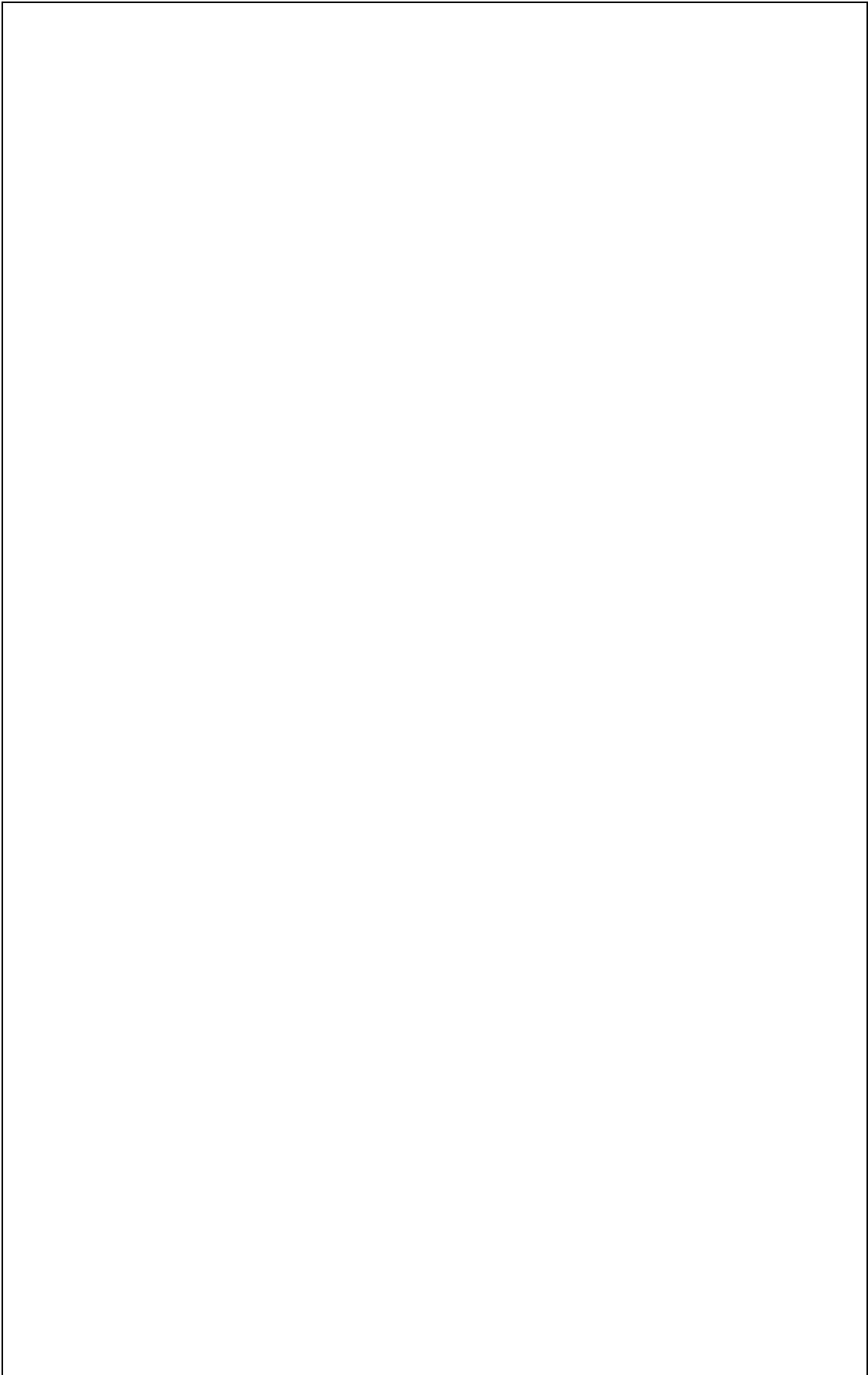
1. Medical certificates:

2. Occupational Health Reports:

3. Self Certification Forms:

4. Notes from previous meetings:

Notes:



Decision and supporting reasons

Signature of manager: