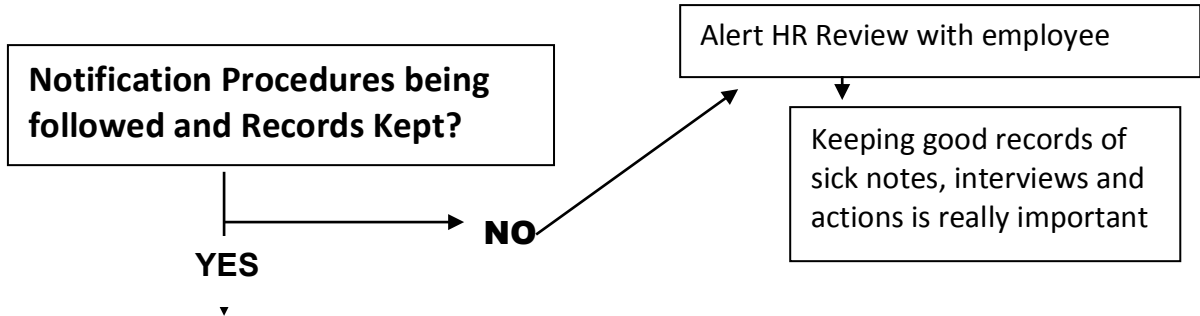


# Managing Sickness Absence



**Is this Persistent Short term absences or Long term Sick?**  
 First step get information from employee re type of illness and likely prognosis. If they might be disabled? Ask for a medical report from their doctor or Occupational Health as we need information to act fairly. We are not medical professionals and can't make stuff up about health matters.

**Return to Work Interviews**  
 Ensure held at right time  
 If concerns follow policy –

**Medical Reports**  
 Ask GP or consultant or Occ Health. Consent from employee needed first from own doctor.

**Absence Review Meetings**  
 Aim is to look at additional information and get AGREEMENT TO A PLAN OF ACTION. Might be a phased return to work; counselling; other short term changes. Might be reasonable adjustments if they meet the Equality Act definition of Disability. A lot depends on the individual's history and prognosis. Keep contact channels open and keep reviewing. You can set targets for improvement of attendance in some cases, and you can fairly dismiss someone for having a level of absence the organisation can't sustain. Or they need adjustments you can't make. But this is very dependent on the circumstances in individual cases.

