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|  |  |
| --- | --- |
| **Name** | **Employee Number** |
| **Post title** | **Department** |
| **Meeting conducted by** | **Job Title** |

**Please list below date of relevant absences and reasons:-**

|  |  |  |
| --- | --- | --- |
| **Dates of absence** | **Duration** | **Reasons for absence** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Details of discussions:-the following may be relevant factors:-**

**Is there an underlying reason for absence**?

**Is the employee awaiting for medical advice from GP/ Consultant**

**Is any of the absence related to a Disability Yes / No**

**The definition of Disability under the Equality Act 2010:-**

* **they have a physical or mental impairment**
* **the impairment has a substantial and long term adverse effect on their ability to perform normal day to day activities**

**Please see action plan overleaf for further details**

**Action plan agreed by both manager and employee**

**Signed Manager**----------------------------------------------------------------------------

**Date-**-------------------------------

**Signed employee**----------------------- --------------------------------------------------

**Date**-------------------------------

**Suggested actions may include the following (this list is not exhaustive):-**

Referral to occupational health for review:

**Internal:** [Occupational Health E-Referral Form](https://sirgar-dash.achieveservice.com/en/AchieveForms/?mode=fill&consentMessage=yes&form_uri=sandbox-publish://AF-Process-cbc37326-b8ea-4f5e-933b-8c4cf6278880/AF-Stage-fba50b03-4e62-47ce-ac2c-83cf29d81ce1/definition.json&process=1&process_uri=sandbox-processes://AF-Process-cbc37326-b8ea-4f5e-933b-8c4cf6278880&process_id=AF-Process-cbc37326-b8ea-4f5e-933b-8c4cf6278880)

**External (including schools):** Please access via Citrix. [Occupational Health Management Referral Guidance](Intranet/OH%20MANAGEMENT%20REFERRAL%20GUDANCE%202019.docx.pdf)

*Note: If you experience an application time-out error please copy the link in to your browser.*

Consider reasonable adjustments in the work place: [Disability information and reasonable adjustments](http://brian/worklife/Document%20Library/HR%20Policies%20and%20Guidance/Disability%20information%20and%20reasonable%20adjustments/Disability%20information%20and%20reasonable%20adjustments.pdf)

A change of working pattern to accommodate requirements: [Flexible Working](http://brian/worklife/SitePages/Document%20Library.aspx?RootFolder=%2Fworklife%2FDocument%20Library%2FHR%20Policies%20and%20Guidance%2FFlexible%20Working&FolderCTID=0x0120006EA6F432501C6C4DA8F4939EE6DBD28B&View=%7bDCED8F32-3484-4D8D-AB76-F58EDE2B9E27%7d&Initia)