RECORD OF FIRST FORMAL SICKNESS MEETING

## Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# This is a record of the First Formal Sickness Meeting that took place with you on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Conducted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The meeting was conducted in accordance with the NHS Wales Managing Attendance at Work Policy. \*You were accompanied by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \*You chose not to be accompanied and were happy for the meeting to proceed.

You confirmed that you had been absent in the last \_\_\_\_\_\_\_ months with the following reasons:

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The following support / reasonable / tailored adjustments were offered, discuss and considered:

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We discussed whether there were any underlying issues, that you were aware of, which were causing you to become unwell and you informed me of the following:

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You advised me that you have taken the following actions to improve your level of attendance:

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The following advice and recommendations had been received from the Occupational Health Service and the following action had been taken:­­­­­­­­­­­­­­­­­­ ­­­­­­­­

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I agreed that \*I would/would not be referring you to the Occupational Health Service at this point.

Throughout this process I have given consideration to any disability requirements under the Equality Act 2010 that may be appropriate.

Further comments/action to be taken:

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Where the required level of improvement, outlined above, is not achieved, a Second Formal sickness interview may be convened.

A copy of this record is issued to you as a record of our discussions. A further copy will be retained on your personal file.

Any further comments:

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**Employee’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Manager’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* delete as appropriate