

FINAL FORMAL SICKNESS INTERVIEW CHECKLIST

Please complete this checklist and discuss it with a member of the HR Sickness Management Team before you write to your employee inviting them to a Final Formal sickness interview.

To proceed to this final stage you must make sure every box below is ticked, and you have evidence which is complete and up to date. If you are unable to find the information you need within these two documents please contact your HR representative for advice and guidance:

Does the employee's Individual Attendance Record contain all their sickness episodes?

Do you have a completed Self Certification Form (SSF1), signed by the employee for every episode of their sickness absence?

Do you have a completed 'Return to Work' form signed by the employee for every episode of their sickness absence?

Do you have a record of the Initial Discussion Meeting which is signed by the employee?

If appropriate have you applied discretion and taken account of any work related injuries/any disabilities/underlying issues and made any necessary adjustments, as appropriate, to support an improvement in attendance before proceeding to the next stage of the Policy?

Do you have a copy of the letter requesting the employee attends the First Formal Stage Sickness Meeting, giving 7 days notice of the meeting and informing the employee of the right to be accompanied?

Do you have a record of the First Formal Stage Sickness Meeting which took place and is it signed by the employee?

If appropriate have you applied discretion and taken account of any work related injuries/any disabilities/underlying issues **and** made any necessary adjustments, as appropriate, to support an improvement in attendance before proceeding to the next stage of the policy?

Do you have a copy of the letter requesting the employee attends the Second Formal Stage Sickness Meeting which gave 7 days' notice of the meeting and informed the employee of their right to be accompanied?

Do you have a record of the Second Formal Stage Sickness Meeting which took place and is signed by the employee?

If appropriate have you applied discretion and taken account of any work related injuries/any disabilities/underlying issues and made any necessary adjustments, as appropriate, to support an improvement in attendance before proceeding to the next stage of the policy?

Has the employee been given a hard copy of the record of each stage of the Policy?

If the employee has been absent for long term sickness episodes, do you have record of the Long Term Sickness Meetings that have taken place?

Have you given all copies of the Long Term Sickness Meeting notes to the employee?

NB: If one or more of the above questions are not applicable, then do not proceed to consider this question and instead consult the HR Team for advice. If all the above are in place it will be appropriate to consider the questions below and to contact HR to arrange to attend the meeting to support you.

Have you referred the employee to Occupational Health and received a report(s)?

Have all the actions identified by Occupational Health so far been addressed?

Is the latest Occupational Health report dated no later than 3 months before the date when you plan to hold the Final Formal Stage Sickness Meeting?

Once you are satisfied that you have all the documentation, in order, completed and signed. Please complete the Final Formal Stage Sickness Meeting Proforma and discuss this with HR.

You can then arrange a Final Formal Stage Sickness Meeting, confirm the availability of an HR representative and send the Final Formal Stage Sickness Meeting invite letter, to the employee, making sure that you give the employee at least 7 day's notice of the meeting.