**LONG TERM SICKNESS ABSENCE**

Submit management referral to OHS where appropriate [**OHS Management Referrals**](http://www.nhsggc.org.uk/working-with-us/hr-connect/occupational-health/management-referrals/)

Appropriate line manager will arrange to meet with employee to discuss episode of long term sickness absence. A formal invite letter should be sent to the employee at least 5 working days prior to the formal attendance meeting.[**Letter Template 14**](http://www.nhsggc.org.uk/media/241858/template-14-invite-to-formal-absence-review-long-term-absence.docx) **/** [**Letter Template 15**](http://www.nhsggc.org.uk/media/241859/template-15-failure-to-attend-formal-absence-review-long-term-absence.docx)

**Employee invited to Formal Absence Review Meeting**

For employees absent due to work-related stress, mental health issues a Formal Absence Review meeting should be arranged as soon as possible.

Submit management referral to OHS where appropriate [**OHS Management Referrals**](http://www.nhsggc.org.uk/working-with-us/hr-connect/occupational-health/management-referrals/)

Employee reached trigger of 28 days.

**Employee commences long term sickness absence**

Generally Formal Absence Review Meetings for long term absences should be arranged for every 4-6 weeks while the employee remains on long term sickness absence however this may be dependent on the reason for absence. A Final Review Meeting requires to be arranged prior to an employee exhausting Occupational Sick Pay entitlement of half pay. The purpose of this meeting is to discuss and facilitate a return to work or if this is not possible the case may be referred to General Manager/ Head of Service to consider the impact of the continuing absence and employment options. [**Letter Template 17**](http://www.nhsggc.org.uk/media/241862/template-17-invite-to-final-review-meeting.docx)

Employee confirmed as unfit for work. *Refer to ill-health termination pathway*

Following confirmation from OHS, referral to Transitional Advisor to seek redeployment or local informal redeployment identified.

Employee resumes to work

SSTS printouts/ timeline of absences including reasons and other relevant information, including relevant OHS reports, should be shown and discussed with the employee to ensure that the reasons and circumstance surrounding the absence are fully understood. Any support required to assist return to work should also be discussed, such as reductions in hours, alternative duties/ reasonable adjustments.

Outcome letter sent to employee detailing the discussions at the formal attendance management meeting and confirming the outcome of this meeting. [**Letter Template 16**](http://www.nhsggc.org.uk/media/241860/template-16-outcome-of-formal-absence-review-long-term-absence.docx)

**Review Meeting/ Final Review Meeting**

If an employee remains unfit to return to their post or any other potential suitable alternative post but does not agree to termination of contract on the grounds of continuing ill health, the case should then be referred to the appropriate manager with authority to dismiss for further consideration at a disciplinary hearing.

**Referral to General Manager/ Head of Service**

Employee remains unfit for work

Outcome letter sent to employee detailing the discussions at the formal attendance management meeting and confirming the outcome of this meeting.[**Letter Template 18**](http://www.nhsggc.org.uk/media/241863/template-18-final-review-outcome-letter.docx)