



Sickness Absence Policy **School Based Staff**

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1. POLICY STATEMENT

- 1.1 Absenteeism is, for most employers, a common problem, which needs to be dealt with consistently. Rhondda Cynon Taf County Borough Council is no exception.
- 1.2 Whilst it is accepted that staff are its most valuable resource, within a school, it is also recognised that if employees spend less time at work than they are contracted to do, there is a direct effect on the provision and quality of education to pupils. At the same time, this becomes a significant drain on resources.
- 1.3 The Council and Governing Body have therefore determined that the management of sickness absence must be given a high priority and in so doing, have developed the sickness absence policy in accordance with the advice of the National Joint Councils, National Conditions of Service for Teachers and Employers Organisations. The Council acknowledges that the issue cannot be regarded purely as a management problem. To deal effectively with sickness absence, Headteachers, Governing Bodies, employees and their representatives will need to work together to ensure that sickness absence is monitored and managed and that there is fair and consistent treatment of all the Schools' employees.
- 1.4 The aim of the Sickness Absence Policy is to help minimise disruption to work, whilst at the same time treating all employees fairly.
- 1.5 Every employee must be made aware of their obligations under the Sickness Absence Policy, as failure to comply with its requirements could result in a loss of benefit and may lead to disciplinary action.

- 1.6 The policy is designed to ensure that all sickness absence is monitored and managed and that all employees are treated sympathetically and equitably. It is based on the Council's own Sickness Absence Policy and Procedural Guidelines, though they have been adapted to reflect the particular circumstances which apply to staff employed at schools, which operate under devolved local management. To this end, this policy will therefore have to be formally adopted by the schools' Governing Body.
- 1.7 The procedure referred to in this policy is supported by VISION - the Council's integrated HR / Payroll system.
- 1.8 This policy is supported by the Sickness Absence Guide.

2. SICKNESS ABSENCE: MANAGEMENT AND MONITORING PROCEDURE

2.1 Notification Procedure - Day 1

- 2.1.1 If an employee is unable to attend work because of illness they (or someone acting on their behalf) must telephone the Headteacher (or agreed nominated person) at the earliest opportunity and no later than 10.00 a.m. on the first day of absence. If teaching/classroom based the employee must telephone the Headteacher before school starts (or at a time to be confirmed by the Headteacher). If the employee works irregular hours or shift patterns they must notify the Headteacher at the earliest opportunity and no later than two hours from the commencement of the shift.
- 2.1.2 It is not acceptable for the employee to speak to a colleague or to pass a message through a colleague.

The contact must be with the Headteacher or, in their absence, the person nominated as being in charge. Schools must ensure that this process is communicated to all staff.

2.1.3 The employee will be required to indicate:

- i) The specific reason for the absence.
- ii) The likely date of return to work

2.1.4 The Headteacher (or agreed nominated person) receiving the telephone message will be required to record the information provided on the VISION screen or pass the information to the appropriate person to update the Vision screen.

2.1.5 If it is the Headteacher that is reporting his / her absence, they should follow this guidance and in addition to this they should notify their Chair of Governors.

2.2 **Notification Procedure - Day 4**

2.2.1 If at day four of the period of absence the employee is still unable to return to work they must again telephone the Headteacher or agreed nominated person). If day 4 falls on the Saturday the employee should ring on the Friday prior. If day 4 falls on the Sunday the employee should ring on the Monday following. They will be required to indicate again:

- i) The specific reason for the absence.
- ii) The likely date of return to work.

2.2.2 The Headteacher / nominated officer receiving the telephone message will be required to:

- i) Record the information provided on the VISION screens.
- ii) Advise the employee of the requirement to complete the self-certification of absence form SA3 (See Appendix 1) and of the need to obtain a medical certificate from their General Practitioner in the event of their absence extending beyond seven days.
- iii) Where appropriate the manager should arrange for a copy of the self-certification form SA3 to be forwarded to the employee's home address.

2.3 **Fit Note**

2.3.1 From 6th April 2010 the sick note is changing to become a fit note. This new system will mean that doctors can advise that an employee is either:

- **may be fit for work; or**
- **not fit for work**

2.3.2 Changes to the form allow a doctor to provide more information on an employee's condition and how they might facilitate a return to work with suitable support.

2.3.3 The main changes are:

- the removal of the fit for work option
- an option for a doctor to advise if an employee may be fit for work with some support
- more space for a doctor to provide information on the employee's condition
- tick boxes to suggest ways to assist a return to work.

2.4 MAY BE FIT FOR WORK

2.4.1 It is envisaged that the option of '**may be fit for work**' means fewer employees will be signed off work, as they may be able to do some or all of their job with some support. It will provide greater flexibility by enabling a doctor to suggest ways of helping an employee via:

- a phased return
- altered hours
- amended duties
- workplace adaptations.

2.4.2 The doctor will also provide written comments on the form offering a more detailed view of the kind of things that may help.

2.4.3 If it is not possible to provide the support suggested, then the statement will be used as if the doctor had advised '**not fit for work**'. The employee will not need to return to their doctor for a new statement to confirm this, and will remain on sick leave until the stipulated expiry date on the statement.

2.4.4 The following process should be followed by the Headteacher on receipt of a 'may be fit for work' statement:

- discuss the advice with the employee
- consider the advice and how it affects the job / workplace
- consider the functional comments that could assist a return to work
- consider if a return to work is possible
- if it is agree a return to work date / review period

- if not explain the reasons why and agree next review. The employee will remain on sick leave until that happens.

2.4.5 The Headteacher must ensure that any meeting held with an employee regarding this process must be recorded via written notes and signed by both parties.

2.4.6 In situations where amended duties or workplace adaptations are recommended, the doctor will state the period of time their advice is to apply. When agreeing a return to work plan you should always be clear on the length of time any amended duties or support should prevail.

2.4.7 If you believe, that on the basis of the doctor's advice, support can be offered to facilitate a return to work, but the employee disagrees, the first option should be to discuss the issues as there may be circumstances, either work or health related that have not been considered. If no agreement is reached, then a referral to Occupational Health may be required.

2.5 **NOT FIT FOR WORK**

2.5.1 If the doctor's assessment is '**not fit for work**', then this is just like the old 'sick note' where the employee is advised to refrain from work.

2.5.2 If an employee wants to return to work before the end of a 'not fit for work' statement expires, because they have recovered faster than the doctor expected, then you can agree a suitable return to work date. If you do **not** agree that the employee is fit enough to return to work (they may want to return earlier for financial reasons), then you can insist that they do not return until either a further review is undertaken, or the period recommended by the doctor on the statement is reached.

2.5.3 The advice on the statement is **not** binding, it is about giving greater flexibility and better information to manage sickness absence. It is the Headteacher who decides, after discussing the statement with the employee, how to act on the doctor's advice.

2.5.4 For more detailed information, the report 'Statement of Fitness for Work – A Guide for Employers' can be accessed on line at:

www.dwp.gov.uk/fitnote

2.6 **Returning to Work**

2.6.1 Once it is known that the employee is fit to return to work, they should telephone their Headteacher (or agreed nominated person) to advise them of the position. At this time arrangements will be made for the employee to attend a return to work interview which should, unless wholly impracticable, take place before the employee takes up their normal duties. Employees should not attend for duty without prior consultation with the Headteacher (or agreed nominated person) to ensure arrangements are in place to accommodate their return to work.

2.7 **The Return to Work Interview**

2.7.1 Following the format laid out on the VISION screens, the purpose of the return to work interview is to:

- Confirm that the individual is fully recovered;
- Identify the reasons for the period of absence;
- Ascertain the likelihood, of any recurrence;

- Establish whether there are any underlying problems and what can be done to alleviate those problems;
- Determine whether there is a common thread to any intermittent periods of absence;
- Update the employee's personal record;
- Provide an opportunity to emphasise the importance of the individual's role in the work of the School and to give them an update on any developments / changes which may have occurred in the school, during their absence.

2.7.2 The return to work interview provides an opportunity to build a relationship with the individual employee and establish whether there is some underlying problem. During the interview the employee may express other concerns that suggest difficulties at work or at home. Employees should be encouraged to seek medical attention if the matter is health related, or may be referred to an appropriate counselling body for other problems that may be identified.

2.7.3 The return to work interview should be undertaken by the Headteacher (or agreed nominated person). In respect of the Headteachers' absence, this would be the Chair of Governors.

2.7.4 It is accepted that there may be circumstances when the nature of the illness may make it preferable for the interview to be conducted by a person of the same gender as the employee. Appropriate arrangements will be made in such cases.

2.8 **Non Compliance of Notification Procedure**

2.8.1 Non-compliance of the Notification Procedure and non-submission of Medical Certificate(s) may result in disciplinary action due to unauthorised

absence. Sick pay may also be withheld. The Headteacher should notify Human Resources if an employee does not comply with the Sickness Absence procedure.

2.9 Recording and Monitoring

- 2.9.1 It is a requirement of the sickness absence management and monitoring procedure that a record for all return to work interviews is maintained. The information will be kept in a form where analysis can be undertaken on a regular basis through Vision.

3. OCCUPATIONAL HEALTH AND WELL BEING UNIT

- 3.1 The Council's Occupational Health and Wellbeing Unit specialises in providing advice and guidance to managers and employees on their fitness for work. The Unit plays a key role in making decisions about employment matters and should be viewed as a supportive mechanism rather than a punitive measure.
- 3.2 It is important that when dealing with an employee's sickness absence or ill health, that the Council / Governing Body seek medical advice wherever possible in order to help shape the decisions that are made relating to employment.
- 3.3 The Headteacher / Governing body may refer employees to the Occupational Health and Wellbeing Unit for a number of reasons e.g. short-term and frequent absences, long-term absences or managerial/employee concerns. All referrals will be made on line using the electronic SA5 form.

3.4 **Counselling & Physiotherapy Services**

3.4.1 As part of its staff care policy, the Council has established a counselling and physiotherapy service available to all employees. The counselling is free, totally confidential and provided by qualified counsellors. The physiotherapy service is also free and again is provided by qualified practitioners. You can access the services via a management referral by your Headteacher or by self-referral for counselling services only.

3.4.2 The Occupational Health and Wellbeing Unit and the Counselling Service are available by telephoning 01443 494003.

4. **FREQUENT AND SHORT-TERM ABSENCE**

4.1 Recording and monitoring the attendance of all employees is very important. It allows early identification of an employee whose level of attendance has become unacceptable and who needs further attention. Where appropriate, the employee should be referred to the Council's Occupational Health and Wellbeing Unit for an opinion. In other circumstances the employee must be made aware and provided with a copy of their attendance record, counselled and advised of the improvement that is expected and the likely consequences of their failure to make that improvement.

4.2 Although the outcome of each case will depend on its own facts, the following points should be considered:

- The nature of the illnesses;
- The likelihood of recurrence or some other illness arising;
- The length of the various absences and the periods of good health between them;

- The impact of the absences on the work to be done and on other employees;
- The extent to which the employee has been made fully aware of the position.

4.3 In the event of the employee's level of attendance not reaching the improvement sought, the matter should be dealt with by the Headteacher / appropriate panel of the Governing Body authorised under the scheme of delegation to discipline employees.

4.4 **Trigger Points for Frequent and Short Term Absence**

4.4.1 The Council has set the following trigger points as a guide to assist The Headteacher / Governing Body when dealing with frequent and intermittent absence. Where an individual's absence level meets one of the following trigger points, the Headteacher will review the absence levels with the employee.

- three or more instances of sickness absence in any twelve month period.
- ten or more days sickness absence within any twelve month period.
- any other recognisable pattern, such as frequent absenteeism on a Friday or a Monday.

4.4.2 It should be noted that these trigger points are only a recommendation to The Headteacher / Governing Body, however if changes are made then they should be formally adopted as part of the school policy.

4.5 **Dealing with Frequent and Short Term Absence**

4.5.1 **Stage 1 – The Return to Work Interview**

The return to work interview is a vital part of monitoring sickness absence. The Headteacher (or nominated officer), during the return to work interview, should ensure that employees are fully aware of what are unacceptable levels of absences.

During the interview the employee may express other concerns that suggest difficulties at work or at home. Employees should be encouraged to seek medical attention if the matter is health related, or may be signposted to an appropriate counselling body for work related issues.

It is accepted that there may be circumstances when the nature of the illness may make it preferable for the interview to be conducted by someone other than the Headteacher (or nominated officer) and appropriate arrangements will be made in such cases.

Employees will be required to fill out the self-certification forms, which will be authorised by the Headteacher. Following the return to work, the Headteacher (or nominated officer) will be required to fill out the Return to Work form, via the Vision system.

At this stage any underlying cause, where possible, should be established for the absences.

As a result of the interview process, some or all of the following outcomes may be reached:

- Referral to the Occupational Health & Wellbeing Unit (if not previously undertaken).
- Other support mechanisms may be identified and implemented e.g. more formal supervision or training.
- Reasonable adjustments such as changes to the workload, work practices or work pattern.

It is at this stage that the Headteacher (or nominated officer) may determine that it is necessary to specify a period where the employee will be monitored, with a review meeting taking place at the end of the monitoring period. The Headteacher (or nominated officer) will confirm these arrangements in writing which will be signed by both parties.

4.5.2 Stage 2 – Referral to Designated Officer for Review

Where there has been insufficient improvement made, the Headteacher will review the employee's attendance. This second stage will mean that the employee will be asked to attend an interview with the Headteacher, who will usually be accompanied by a HR representative. The employee will also have the right to be accompanied by a trade union representative or work colleague if they wish.

This meeting will reaffirm the issues discussed previously, identify support provided to the employee and what further support may be appropriate and warn of the consequences of no improvement. As a result of the interview, similar to Stage 1 of the process, some or all of the following outcomes may be reached:

- The employee may be required to submit a fit note from their GP for every instance of absence.
- Referral to the Occupational Health & Wellbeing Unit (if not previously undertaken).
- Other support mechanisms may be identified and implemented.
- Reasonable adjustments such as changes to the workload, work practices or work pattern.

At the conclusion of the meeting, the Headteacher will set a target for improvement in the employee's attendance levels which will need to be achieved for a six month period.

The Headteacher will write to the employee following the meeting, confirming the points discussed and actions to be followed.

If there is insufficient improvement following Stage 2 of the process and all other avenues have been exhausted, the matter will be referred for disciplinary action to an authorised committee within the school, who will have no other option than to invoke the School's Disciplinary Procedures.

4.5.3 Stage 3 – Disciplinary Action

When an employee has been referred for disciplinary action they will be dealt with in accordance with the School's Disciplinary Procedure.

All correspondence and documentation will be the same as used in all other disciplinary cases

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5. LONG TERM ABSENCE

- 5.1 Long-term sickness absence with underlying medical conditions has to be treated differently from frequent short-term absences. In such cases, there is often a conflict between the requirement for the employee's work to be done and the desire to help the employee's recovery by maintaining job security. The Council and Governing Body appreciate the difficulties that may arise in such situations and will ensure that contact is maintained with the employee throughout any period of sickness absence.
- 5.2 A referral to the Council's Occupational Health and Wellbeing Unit will take place automatically where the employee's absence extends beyond a period of 28 days. The designated referral officer should complete the referral form SA5 (see Appendix 2) and forward to their human resources representative who will arrange for the request to be submitted to the Occupational Health and Wellbeing Unit.
- 5.3 It is a condition of employment that the Council / Governing Body may at any time require an employee who is unable to perform their duties as a consequence of illness to be referred for examination by the Council's Occupational Health and Wellbeing Unit. If an employee fails to attend this appointment without providing appropriate notice of the cancellation, then they will incur a charge for non-attendance.
- 5.4 In the case of a Headteacher, the Chair of Governors should contact their human resources representative who will assist with the referral process to the Council's Occupational Health and Wellbeing Unit.

5.5 Welfare Visits

5.5.1 Welfare visits provide an opportunity to see how the employee is progressing. They can also establish what support and assistance might be of benefit for the employee during the period of absence and later, following their return to work. Whilst it is not possible to be prescriptive about the precise timing of welfare visits, a visit should take place within two weeks of the medical advice being received from the Council's Occupational Health and Wellbeing Unit. The visit will be conducted by Human Resources.

5.5.2 Similarly, if the absence continues over a long period of time, it is important that regular welfare visits are made to monitor progress and keep the employee informed about their employment position.

5.5.3 Welfare visits are designed to support the employee and must not be used as a tool to aid discipline. It must be recognised that not all employees are happy to receive a welfare visit at home, the personal preference of the employee should be acknowledged and where necessary alternative arrangements should be made.

5.5.4 Employees have the right to be accompanied by a trade union representative or a work colleague at all times.

6. MEDICAL ADVICE

6.1 Upon receipt of the Council's Occupational Health and Wellbeing Unit's report, The Headteacher / Governing Body will need to consider and assess what steps need to be taken. The interests of the individual and the operational needs of the school should be borne in mind.

6.2 Again the outcome of each case will depend on its own facts. However, the following points should be considered:

- What is the medical prognosis regarding the likelihood of a full recovery, the likely date of return and the prospect of the employee being able to perform the same work?
- Can the effects of the absence be alleviated without the need for an immediate replacement?
- Could the employee return if some assistance was provided?
- Could some reorganisation or redesign of the job facilitate a return to work?
- Have all possibilities been explored with the employee?
- Has the employee been kept fully informed and advised that their employment may be at risk?

6.3 If the prognosis is good and a return to work is likely, suitable arrangements can be made, for example, providing temporary cover or enabling the employee to return on a part time basis to assist in their rehabilitation. This phased return has to be agreed by the Headteacher and will be for a maximum of four weeks. The employee will receive full payment during the agreed phased return period.

6.4 As part of the management of an employee's long term sickness absence, case conferences can be arranged to explore different ways of assisting an employee to return to work. However, if the Council's Occupational Health and Wellbeing Unit advise that an employee is no longer fit to carry

out their current duties, but may be able to carry out other duties, every effort will be made to find suitable alternative employment for the employee.

- 6.5 If the Council's Occupational Health and Wellbeing Unit advise that the employee is permanently unfit to continue in employment, the employee will be counselled and after formal discussion of their position, their contract will be terminated. Such termination will be with appropriate notice and in accordance with the Council's / Governing Body procedures.
- 6.6 If the Council's Occupational Health and Wellbeing Unit advise that the employee is temporarily unfit to continue in employment, the Governing Body will review the employee's continued employment. This may result in an employee being requested to attend an Ill Health Capability Hearing.

7. ILL HEALTH PROCESS

7.1 PENSIONABLE EMPLOYEES – SUPPORT STAFF

- 7.1.1 If the IRMP certifies that the employee is permanently unfit then based on that determination, the Council / Governing Body will terminate their contract from the date they were seen by the IRMP. Such termination will be with appropriate notice and in accordance with the Council's procedures. Further details, including the ill health certificate are contained within the Council's Local Government Pension Scheme - Ill Health Retirement Policy.

7.2 PENSIONABLE EMPLOYEES – TEACHING STAFF

- 7.2.1 Due to regulations within the Teachers' Pensions Scheme, all employees wishing to apply for ill-health retirement must be reviewed by the Council's

Occupational Health and Wellbeing Unit who will discuss and assist teachers with their application, to Teachers Pensions.

7.2.2 The Council / Governing Body have no impact on the decision of Teachers' Pensions for release or non-release of ill-health retirement benefits. Teachers' Pensions decision is independent of the Council and should the application be turned down, employees should seek advice from their trade union representative or from their Human Resources representative, who will then inform them of their options. If approved, a mutually convenient date for retirement will then be agreed between the Governing Body and employee.

7.2.3 Further information regarding ill- health retirement can be found on the Teachers Pensions Website <http://www.teacherspensions.co.uk/>

7.3 **Non-Pensionable Employees**

If the IRMP certifies that the employee is permanently unfit, then based on that determination, the Council will terminate their contract from the date they were seen by the IRMP. Such termination will be with appropriate notice and in accordance with the Council's procedures. The IRMP will complete the ill health certificate as detailed at Appendix A.

For both pensionable and non-pensionable employees, if the IRMP certifies that the employee is temporarily unfit to continue in employment, the Governing Body will review the employee's continued employment. This may result in an employee being requested to attend an Ill Health Capability Hearing.

7.4 EMPLOYEE APPEAL RIGHTS – SUPPORT STAFF

If an employee is dissatisfied with the IRMP's determination that they are permanently incapable of discharging efficiently the duties of his/her normal occupation by reason of ill health or infirmity of mind or body then they have a right of appeal against that decision which led to the Council terminating their contract of employment. Such an appeal must be on the basis that they have obtained a medical diagnosis that is contrary to that of the IRMP.

For dismissals arising from Ill Health Capability Hearings, an employee also has a right of appeal against that decision which led to the Council terminating their contract of employment. Again, such an appeal must be on the basis that they have obtained a medical diagnosis that is contrary to that of the IRMP.

In cases where an employee has obtained a medical diagnosis that is contrary to that of the IRMP, a third medical opinion will be sought from an IRMP who has had no involvement in the case. The decision of the third medical opinion will be binding on all parties.

8. DDA

- 8.1 The Disability Discrimination Act 1995 makes it unlawful for an employer with 15 or more employees to treat a disabled person less favourably for a reason relating to their disability, without a justifiable reason. Governing Bodies are required to make a reasonable adjustment to working conditions or the workplace where that would help to accommodate a particular disabled person. Disability is defined under the Act as a physical or mental impairment, which has a substantial and long-term

adverse effect on a person's ability to carry out normal day-to-day activities.

9. MEDICAL SUSPENSION

- 9.1 Occasionally it is necessary to suspend a teacher / support staff working with children or young persons because, health, education or welfare of pupils will be put at risk. There are many medical conditions which may lead to suspension, for further information you may contact the Council's Occupational Health and Wellbeing Unit.
- 9.2 If the Governing Body fail to suspend an employee and the Council feels that this action is necessary they may intervene and enforce the suspension. The Secretary of State under Regulation 10 of the Education (Teachers) Regulations 1993, may also direct the suspension.

10. ELECTIVE SURGERY

- 10.1 Elective surgery is surgery that is not considered to be medically necessary. This includes cosmetic surgery, which is concerned with the enhancement of appearance through surgical and medical techniques, e.g. face-lifts or breast implants. It also includes other medical procedures such as laser eye treatment.
- 10.2 Time off for elective surgery will be unpaid or the employee can take leave. The time off requested will cover both the procedure and post operative recovery time.
- 10.3 However, where the employee suffers an unexpected injury/illness as a result of the procedure, then the Council's normal sick pay will apply, following receipt of the relevant fit note certificate.

- 10.4 This policy does not cover gender reassignment surgery, which is dealt with under a separate policy.

11. CONCLUSION

- 11.1 As part of the Induction programme, all employees must be made aware of the view of the Governing Body of the need for regular attendance at work and be introduced to its policy and procedure for sickness absence control at the start of their employment. Thereafter, the management and monitoring of their sickness absence levels must become an integral part of their employment relationship.

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CYNGOR BWRDEISTREF SIROL RHONDDA CYNON TAF



SA 3

CONFIDENTIAL

SELF CERTIFICATION OF SICKNESS

This form must be completed for all absences between one and seven days inclusive

PART 1

Name: _____ Post Title: _____

Division: _____ Location: _____

Payroll No: _____

PART 2

(a) I _____ have _____ been _____ sick _____ since:

*(This need not be a working day – it could for
 example
 be a Sunday)*

(b) I have been absent from work due to sickness since:

Time: _____ on _____ (day
 and date)

(c) I was fit to return to work on _____
 (day and date)

(d) I _____ returned _____ to _____ work _____ on
 _____ (day and date)

(e) Why were you unfit for work? (Please be specific):

PLEASE NOTE: Words like “illness”, “unwell” are NOT sufficient and whilst you are not expected to give a medical opinion you should give an indication of the type of illness.

PART 3

(a) Please give the name, address and telephone number of your Doctor and/or Consultant:

(b) Have you sought advice from your Doctor and/or Consultant?

Yes/No

(c) If yes, what advice was given?

(d) What support has been offered to employee?

PART 4

I acknowledge that the information given on this form will be used to determine:

(a) My entitlement, if any, to Statutory Sick Pay

- (b) My entitlement, if any, to Occupational Sick pay under the sickness provisions contained in the Terms and Conditions under which I am employed.

I understand that any false statement knowingly made may disqualify me from either Statutory Sick Pay and/or Occupational Sick Pay and will be regarded as a serious disciplinary offence.

I accept that the Terms and Conditions under which I am employed enables my employer to require me to submit to an examination by a medical practitioner.

I declare the information given on this form to be true and complete.

Signed: _____ Date: _____

To be completed by the appropriate responsible officer

Signed: _____ Date: _____



STRICTLY PRIVATE & CONFIDENTIAL

OCCUPATIONAL HEALTH and WELL BEING UNIT

**REQUEST FOR EMPLOYEE HEALTH EVALUATION by
OCCUPATIONAL HEALTH AND WELL BEING ADVISER/PHYSICIAN**

LONG TERM ☐ SHORT TERM/ ☐ MANAGEMENT
☐
ABSENCE FREQUENT ABSENCES REFERRAL

1. DETAILS OF PERSON MAKING REFERRAL

Referral Officer:
(Title and work base address of Manager/Officer making referral)

Address:

Work Tel

& Ext. No:

Referral Date:

2. EMPLOYEE DETAILS:

Employee's Full Name: **Mr**

Date of Birth:

Home Address:

Home Tel No:

Post Title:

3. CURRENT ABSENCE:

Date Absence Began:

Reason for Absence:

Attended OHU previously: YES ☐ NO ☐ If yes specify date:

4. EMPLOYMENT DETAILS:

Pay No:

NI No:

Division:

Work Location:

How Long in Present Post:

Full or Part Time:

No of Hours:

Work Pattern (night worker etc):

Approx. Period of Service (Total):

Member of Pension Fund: YES ☐ NO ☐

Job Description Attached: YES ☐ NO ☐

Absence History (relevant printout attached): YES ☐ NO ☐

Any Other Relevant Employment Details: (eg. any previous redeployment)

5. REASON(S) FOR REQUEST FOR HEALTH EVALUATION:

Health Problem(s):

Job Related Issues:

Current Situation Regarding Discussions Between Manager and Employee
(if relevant):

Does Employee know they have been referred: YES ☐ NO ☐

Any Other Useful Information:

**6. OPINION REQUESTED FROM OCCUPATIONAL HEALTH AND WELL
BEING ADVISER / PHYSICIAN (Please Tick)**

1. Confirmation of diagnosis

☐

LONG TERM SICKNESS ABSENCE

2. Prognosis regarding return to work

☐

3. If returning to work, likely date

☐

- 4(a) Suggestions of any alternative duties

☐

- (b) Restrictions of future duties, eg. lifting

☐

5. Whether application for ill health retirement

☐

6. Whether condition falls under DDA

☐

7. Additional support/advice which can be offered

☐

FREQUENT/SHORT TERM SICKNESS ABSENCE

- 8. Any common underlying cause to be addressed
☐
- 9. Likelihood of overall improvement
☐
- 10. Timescale for improvement
☐
- 11. Prognosis regarding sustained attendance at work
☐
- 12. Additional support/advice which can be offered
☐

Other (please specify):

For Further information, please contact:

Human Resources

Rhondda Cynon Taf County Borough Council

Ty Elai,

Williamstown.

TONYPANDY

CF40 1NY

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