# Frequent short term absence

## Informal meeting form

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| **Employee name** |  |
| **Department / section** |  |

Further information can be accessed at: <https://www.york.ac.uk/admin/hr/policies/leave-and-absence/sickness-and-ill-health/procedure>

At the start of the meeting, advise your member of staff that this is an informal meeting and that its purpose is to discuss their sickness absence, exploring causes, identify responsibilities and agree any actions to be taken.

## At the meeting

* Review the employee's attendance record and bring concerns to their attention; discuss with them their total amount of absence in the last 12 months, (and if relevant for earlier periods).
* Ask the employee to identify and discuss any underlying cause for their absence; this should include encouraging them to raise any work-related issues which may be affecting their health.
* Provide an opportunity for the employee to confidentially raise other, wider issues of concern which may be affecting their health.
* Consider whether you can offer support with any problems identified, including if applicable:
  + giving consideration to any reasonable adjustments to the working environment to support the employee to improve their attendance. eg discussion around whether light or alternative duties could be put in place for a temporary period, whether a temporary change in hours could help etc
  + Signposting the employee to other sources of support such as the [Employee Assistance Programme (CiC)](https://www.york.ac.uk/admin/hr/browse/health-and-well-being/employee-assistance), [Mental Health First Contact Network](https://www.york.ac.uk/admin/hr/browse/health-and-well-being/mental-health-first-aid), or the [University’s Stress Management webpages](https://www.york.ac.uk/admin/hr/browse/health-and-well-being/stress), including the [Individual Stressor questionnaire](https://www.york.ac.uk/admin/hr/health-and-well-being/stress/individual-stressor-questionnaire.pdf)
* Consider if a referral to the [Occupational Health Adviser](https://www.york.ac.uk/admin/hr/browse/health-and-well-being/occupational-health) would help identify the support which could be offered.
* Ensure the employee is aware of the University's responsibility in monitoring and managing short-term absence.

## At the end of the meeting

Agree the actions to be taken;

* Advise the improvement in attendance required, and the timescale for improvement. This will vary according to the individual circumstances of each case, (e.g. the nature of any underlying condition and any supportive adjustments) but would normally be that a continuation or any further absence in the subsequent rolling 12 month period may lead to a period of further monitoring or a formal meeting. You may consult with HR Services for guidance on the improvement required.
* Set a date to informally review progress towards the improvement required;
* Confirm that, a First Formal Meeting will be considered if attendance does not meet the improvement required in accordance with the [University's Managing Ill Health and Sickness Absence Procedure](https://www.york.ac.uk/admin/hr/policies/leave-and-absence/sickness-and-ill-health/procedure)

## Note the details of the meeting

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**Completed by**

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|  |

**Date**

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## What to do next

* A copy of the completed form should be offered to the employee
* The completed form should then be stored securely with the employees departmental file