# Long-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 of the long term sickness absence procedure and the aim of the meeting is to talk about the health issue(s), which is causing the current period of sickness absence and what support could be put in place in relation to this. The meeting is also to discuss a potential date for a return to work and to ensure that the employee is updated on any developments in the workplace in their absence.

## At the meeting

* Review the employee's current state of health and the impact of this on them.
* Discuss the timeframes for a return to work (where relevant) and any points related to this (e.g. date of an operation or date of a planned review with a health specialist).
* Consider whether you can offer support with any problems identified, giving consideration to any reasonable adjustments to the working environment to support the employee in their return to work
* If relevant, discuss attendance record over the last 12 months, (and if relevant for earlier periods). Consider how this may be relevant to current long-term absence.
* 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.
* 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.
* Provide an opportunity for the employee to confidentially raise other, wider issues of concern which may be affecting their health.
* Signpost 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)
* Ensure the employee is aware of the University's responsibility in monitoring and managing long-term absence.

## At the end of the meeting

Agree the actions to be taken;

* Set a date to informally review their progress (e.g. following an update from a health specialist)
* Confirm that, a First Formal Meeting will be considered 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) if a return to work within a reasonable timeframe from the date of the informal meeting doesn’t appear feasible.

## 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
* Make your HR Adviser aware that you have held an informal Long-term sickness meeting with the employee