

INFORMAL MEETING

SICKNESS ABSENCE REVIEW

Download and save this form before completing.

- Before completing, please read the [Sickness Absence Management Policy](#).
- For further support on when and how to use this form please contact our Employees Relations team via hrer@essex.ac.uk
- This form is a useful tool to assist managers in structuring informal discussions about sickness absence. Not all information will be relevant in all cases

NAME:	JOB TITLE:
DEPT:	DATE OF MEETING:

MANAGER NAME:	OTHERS PRESENT:
PREVIOUS MEETING DATES:	

1. Explain reasons for the meeting:

- Informal Meeting following the last absence review or just hit trigger
- In line with Absence Management Policy to apply fair and consistent practice across organisation
- To manage impact of sickness - including that on employee, wider team and service delivery.
- Absence levels are above organisational trigger points of 10 days or 4 occasions (12-month rolling period - pro rata if working less than 5 days or less than 12 months) which cannot be sustained
- Aim to look at ways to help improve wellbeing and absence record by offer of support
- Confirm they have read the Sickness Absence Management Policy

Tick to confirm that the above
has been explained

☐

2. Outline absence record within 12-month rolling period currently:

DAYS	OCCASIONS

3. Sickness absence record since last meeting held (if applicable):

MEETING DATE	DAYS	OCCASIONS

4. Discuss the absence record and reasons for absence

Tick to confirm that reasons
have been discussed

☐

PEOPLE AND CULTURE

4a. Outline underlying medical conditions & any medication/treatment:

Do absences relate to a single condition? Or could there be an underlying health issue? Is treatment effective?

4b. Other contributing/mitigating circumstances or comments:

Impact of work or home circumstances, lifestyle, is there a pattern to the absences?

5. Possible further points for discussion and outline next actions:

- Explain that current absence levels are not sustainable due to the impact on the team, service & organisation.
- Ask what can we do to better support them and signpost services available.
- Could there be reasonable adjustments to make?
- Ask them to consider what else they can do - employees have responsibility for managing symptoms, health & attendance – *visit GP, lifestyle changes, support services and charities can help*

6. Tick all that apply:

<input type="checkbox"/>	Improvement made since last review – no further action
<input type="checkbox"/>	Improvement made - continue to monitor for further set period
<input type="checkbox"/>	New target set <i>No more than</i> <input type="text"/> <i>days in</i> <input type="text"/> <i>occasions in</i> <input type="text"/> <i>months</i>
<input type="checkbox"/>	Referral to OH needed (to provide recommendations for reasonable adjustments)
<input type="checkbox"/>	Wellbeing support offered – <u>EAP</u> , Online CBT <u>SilverCloud</u> , wellbeing <u>webinars</u> & <u>directory</u> , <u>coaching</u> service, <u>stress management</u> resources
<input type="checkbox"/>	Referral to Capability procedure required – explain next steps and possible outcomes

Next review date
if applicable:

POLICY CREATOR: PEOPLE AND CULTURE

Link: essex.ac.uk/staff/taking-leave/sickness-leave

Please process and store personal data safely, in line with [GDPR](#)