Please note that this is a simplified flowchart to assist managers in following the Sickness Absence Policy and Procedure. Reference must also be made to the Sickness Absence Policy and advice sought from the Local People Team.

**Management of Long term Absence Flowchart**

**Is it long-term absence?**

(Continuous absence which lasts, or likely to last, 4 weeks or more)

**See procedure for short term absence**

**Yes**

**No**

**Maintain contact**

Look at support options, progress and possible return date.

**Fit to return?**

**Yes**

**No/Not sure**

**By end of first 4 weeks**

* Consider Occupational Health Referral to obtain report if clarification of prognosis needed
* Informal review meeting/home visit
* Consider if accompaniment is appropriate and record meeting in writing.

**Discuss and put into place return to work arrangements**

* Address any work-related element to the absence.
* Where appropriate agree temporary or permanent reasonable adjustments, based on discussions with employee and/or Occupational Health advice, including a phased return to work where recommended.

**Yes**

**Is the staff member likely to return to work within a reasonable timescale?**

**Is the staff member likely to return to work within a reasonable timescale?**

**No**

Is the absence causing unacceptable operational difficulties? Is it unlikely the person will return?

Maintain regular contact and continue Informal reviews, ideally every 2 weeks.

Take further Occupational Health advice as necessary.

Is the absence causing unacceptable operational difficulties? Is it unlikely the person will return?

**No**

**Is the staff member likely to return to work within a reasonable timescale?**

Will further time and/or recommended medical treatment increase the likelihood of a return to the staff member’s job?

**Yes**

**Fit to return?**

**No**

**Yes**

**Yes**

**No**

Maintain regular contact and continue Informal reviews, ideally every 2 weeks.

Take further Occupational Health advice as necessary.

Consider the following options and implement via **Formal review** meeting:

**Application for ill health retirement**

(Contact Pensions to discuss eligibility)

Offer right of appeal against dismissal

**Fit to return?**

**As a last resort, dismissal on grounds of ill-health (capability)**

**No**

**Yes**

**Redeployment**

(With reasonable adjustments if medical advice recommends)

**Discuss return to work arrangements and put into place**

(see above)

Is the absence causing unacceptable operational difficulties? Is it unlikely the person will return?

**Is the staff member likely to return to work within a reasonable timescale?**

**No**

**No**