

Managing Long Term Absence (including Dismissal)

	Manager Accountabilities	Employee Responsibilities	HR/OHU Support Available
Absence has continued for at least 20 days	<ul style="list-style-type: none"> ▶ Maintain regular contact with the employee. ▶ Refer case to OHU if not already done so at day 20. ▶ Consider how a return to work can be facilitated by the business and the employee. ▶ Discuss progress and outcome of OHU referrals and recommendations. ▶ Maintain contact every two weeks 	<ul style="list-style-type: none"> ▶ Maintain contact with your manager ▶ Fully engage with the process and be receptive to ideas. ▶ Ensure up-to-date absence information is provided to manager, including fit notes. ▶ Consider how a return to work can be facilitated and what adjustments may need to be considered. 	<p>Occupational Health Unit</p> <ul style="list-style-type: none"> ▶ Undertake case referrals ▶ Provide management advice on medical conditions and reasonable adjustments. ▶ Obtain medical reports. <p>Human Resources</p> <ul style="list-style-type: none"> ▶ Provide policy and procedural guidance.
Absence at 5 Months at the latest	<ul style="list-style-type: none"> ▶ Assess case and recent medical information with HR ▶ Consult with HR/OHU regarding the future prospects of the employee and likelihood of a return to work in the near future. ▶ Decide how the case should be managed. ▶ Advise the employee that dismissal may be considered. 	<ul style="list-style-type: none"> ▶ Provide fortnightly updates on medical progress. ▶ Work with manager to identify practical solutions and a way forward. 	<p>Human Resources</p> <ul style="list-style-type: none"> ▶ Check that redeployment and all reasonable adjustments have been considered. ▶ Support manager through process and at meetings. <p>Occupational Health Unit</p> <ul style="list-style-type: none"> ▶ Provide/obtain up to date medical information as required.
Absence at 8 Months at the latest	<ul style="list-style-type: none"> ▶ In consultation with HR, the manager must decide if it is reasonable for the business to continue to wait for the employees' return to work. ▶ Must obtain up to date medical advice on which to base decision. No more than 3 months old. ▶ Confirm to the employee that dismissal is being considered. ▶ In consultation with HR, initiate termination of employment. 	<ul style="list-style-type: none"> ▶ Provide consent when requested, to enable access to your most recent medical information. This will ensure that appropriate decisions are made. ▶ Arrange representation 	<p>Human Resources</p> <ul style="list-style-type: none"> ▶ Guide manager through process and support at formal meetings. ▶ Support and advise manager through termination process. <p>Occupational Health Unit</p> <ul style="list-style-type: none"> ▶ Provide/obtain up to date medical information as required.