

SUMMARY OF GUIDANCE ON DEALING WITH FIT NOTES INDICATING 'MAY BE FIT FOR SOME WORK'

Consider the advice on the statement and how it affects the individual, the operation of the workplace, and other employees: can the advice be accommodated?

Yes

- discuss with the employee in person or by phone
- agree what adjustments can be accommodated and for how long (normally no more than 4-6 weeks for phased RTW, or 12 weeks for other adjustments – if a longer period is required, refer to Personnel Services and/or Occupational Health before agreeing that the employee may return to work)
- ensure individual and line manager understand that agreed arrangements are followed so that insurance cover is not affected
- discuss what will happen if the individual is unable to return to full duties at the end of agreed period (i.e. referral to Occupational Health)
- agree review dates (normally weekly)
- make note of any meetings/discussions and follow up in writing
- meet to review, as agreed, and make file note of discussions
- if employee does not make progress as expected, meet with individual, identify the issues and liaise with Occupational Health if necessary
- at end of agreed period, if individual returns to normal working, no further medical certification is required.

N.B. if the individual indicates they would like to return to full duties before the end of the statement period, this can be agreed (in writing): no further medical statement is required.

No

- Seek advice from Personnel Service, and if necessary make referral to Occupational Health
- Consider advice from PS/UOHS (and arrange case conference if appropriate)

Can the adjustments be accommodated?

- If **Yes** follow procedure on left
- If **No**, meet/discuss by phone with the employee
- Explain to employee why you are unable to accommodate the advised course of action, and advise the individual re: sick pay provision (contractual or SSP as appropriate, depending on length of period of absence)
- Agree at what stages progress will be reviewed (e.g. in cases where it may be possible to accommodate changes at later date) and in all cases agree to keep in touch regularly (normally weekly)
- make note of any meetings/discussions and follow up with individual in writing
- review, as agreed, and consider further referral to UOHS if circumstances change

NB –in all cases where individual has a disability covered by the DDA or sickness absence is more than 4-6 weeks, and/or recovery is likely to be prolonged, seek advice from your sector personnel officer

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