### Summary of Guidance:

#### Dealing with Fit Notes indicating ‘may be fit for work taking account of the following advice’

**Can the advice on the Fit Note statement be reasonably and practically accommodated, taking into account: how it affects the individual, the operation of the workplace, and other employees?**

<table>
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<th>YES</th>
<th>NO</th>
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| ▪ Discuss the options with the employee in person or by phone  
▪ Agree any feasible adjustments and the period (normally up to 6 weeks for phased RTW, & up to 12 weeks for other adjustments. If a longer period is needed, refer to your HRBP and/or UOHS before agreeing a return to work).  
▪ Ensure individual and the 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 the agreed period (i.e. referral to UOHS)  
▪ Agree review dates (normally weekly)  
▪ Make note of any meetings / discussions and follow up in writing  
▪ Meet to review, as agreed, and file note of discussions  
▪ If employee does not make progress as expected, meet with the individual, identify the issues and liaise with UOHS, if necessary  
▪ At the end of the agreed period, if the individual returns to normal working, then no further medical certification is required  
▪ If the individual indicates they would like to return to their full duties before the end of the statement period, this can be agreed (in writing), and no further medical statement is required. Advice from UOHS is advisable in all such cases. | 1. Seek advice from your HRBP, and / or UOHS without delay  
2. Review the advice offered by your HRBP and/or UOHS, if necessary, your HRBP may convene a case conference (between the appropriate manager, relevant HRBP and UOHS).  
**If, after receiving the advice from PS / UOHS, the adjustments can be accommodated, refer to the advice on the left, under “YES”, if adjustments cannot be accommodated, then consider the following:**  
▪ Explain to the employee (either by phone or in person) the reasons for not being able to accommodate the advised course of action  
▪ Advise him/her regarding sick pay provisions (refer to the Sick Pay guidance for information on entitlement)  
▪ In cases where it may be possible to accommodate changes at a later date, agree at what stages progress will be reviewed  
▪ Keep in touch regularly (agree on frequency as appropriate)  
▪ Make note of any meetings / discussions that take place and follow up with the individual in writing  
▪ Review the case according to agreed timetable, as agreed, and consider further referral to UOHS, if circumstances change |

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NB – in all cases where the individual has either a disability covered by the Equality Act 2010, sickness absence lasting more than 4 weeks, and/or recovery is likely to be prolonged, seek advice from your HRBP and where appropriate, the UOHS