

# managing sickness absence

## Checklist for employers

- Review your sickness policy to ensure this covers rules requiring employees to report all absences and provide appropriate certification – ensure these rules are rigorously enforced.
- Ensure you have processes to maintain regular contact with employees during their absence.
- Review your procedures for supporting employees back to work - ensure line managers carry out return to work interviews after every period of absence.
- Keep clear records of all absences and the reasons for these.
- Establish levels of absence that will trigger a formal review.
- Examine the alternative work you can offer employees.
- Train and support line managers so they can comply with your sickness policy, carry out risk assessments and develop return to work programmes.
- Consider a referral to an occupational health specialist, if the new fit notes do not provide sufficient information to enable you to make decisions about an employee’s fitness to return to work, particularly if dismissal is a possibility.

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