**Conducting a formal long term attendance review meeting**

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| **Employee details** |
| **Full name:** |       | **Manager:** |       |
| **School/Service:** |       | **Date:** |       |
| **Suggested points to cover** |
| **Introduction*** Thank the employee for attending and confirm with them that they understand that this is a formal long-term attendance review meeting conducted in line with the University’s Attendance Management Policy.
* Note that the employee was given the opportunity to be accompanied and that they have chosen to be accompanied; or have chosen not to be accompanied.
* Explain to the employee that this meeting is being held because they are absent from work on a long-term basis, or where a return to work programme has been unsuccessful.
* Explain that the aim of this meeting is to ensure the provision of appropriate support for the employee whilst they are absent and to help facilitate their return to work. It also provides an opportunity to discuss any other related issues and where relevant, address any other concerns.

***The specific points to discuss with the employee will depend upon the individual circumstances but may include:**** Establish how the employee is and the likely duration of their absence, taking into account any medical advice.
* If you have received an OH report, review that together discussing any recommendations.
* Discuss any support mechanisms that may be appropriate to improve the employee’s health or facilitate their return to work. Consider any suggestions they offer.
* Establish if the employee has a disability that may necessitate reasonable adjustments.
* Determine if further medical advice is required.
* Check if the employee has any further information that they wish to provide or have any final questions.
* Ensure that the employee has a copy of the Attendance Management Policy and is aware of their entitlement to sick pay.
* Agree the arrangements for future contact.
* Confirm with the employee that you will follow up in writing confirming any agreed actions and next steps.
* Close the meeting and thank all parties for attending.
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| **Summary of discussion / any agreed actions** |
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| **Next review meeting:** |  |