**Script to discuss an OH referral – Long term absence**

|  |
| --- |
| * Emphasis that this is an informal discussion/meeting. The purpose is to support the employee whilst they are absent from work and help facilitate their return. It also provides an opportunity to address any other related concerns.
* Discuss the nature of the illness or medical condition with the employee. If appropriate, ask how long they anticipate the absence lasting.
* Inform the employee that you now wish to refer them to the University’s OH provider because they are likely to be/have been absent from work for a continuous period of four weeks.
* Explain that the purpose of an OH referral is to obtain information about the impact of their medical condition on their ability to perform their role and any reasonable adjustments to facilitate their return to work and/or support them when they are back at work.
* Inform the employee that after the OH assessment, they will have the opportunity to review the OH report and comment on it before it is sent to the University. You will then contact the employee to arrange a meeting to discuss the report and agree next steps with them.
* If appropriate, explore together any specific problems or underlying issues relating to the absence, e.g. work related or personal issues. Discuss how to address any issues and discuss any support mechanisms that may be appropriate to help the employee. Consider any suggestions they offer to address the concerns.
* Advise the employee that you will capture the key points of the discussion and will follow this up by email to support the process and ensure clarity.
 |