

RECORD OF FIRST FORMAL SICKNESS MEETING

Name: _____ **Job Title:**

This is a record of the First Formal Sickness Meeting that took place with you on:

Conducted by: _____ **Job Title:**

The meeting was conducted in accordance with the NHS Wales Managing Attendance at Work Policy. *You were accompanied by _____.
*You chose not to be accompanied and were happy for the meeting to proceed.

You confirmed that you had been absent in the last _____ months with the following reasons:

The following support / reasonable / tailored adjustments were offered, discuss and considered:

We discussed whether there were any underlying issues, that you were aware of, which were causing you to become unwell and you informed me of the following:

You advised me that you have taken the following actions to improve your level of attendance:

The following advice and recommendations had been received from the Occupational Health Service and the following action had been taken:

I agreed that *I would/would not be referring you to the Occupational Health Service at this point.

Throughout this process I have given consideration to any disability requirements under the Equality Act 2010 that may be appropriate.

Further comments/action to be taken:

where the required level of improvement, outlined above, is not achieved, a second Formal sickness interview may be convened.

A copy of this record is issued to you as a record of our discussions. A further copy will be retained on your personal file.

Any further comments:

Employee's Signature _____ **Date**

Manager's Signature _____ **Date**

* delete as appropriate