**PROCEDURE FLOWCHART**

**INCAPACITY ON HEALTH GROUNDS FOR ACADEMICS & STAFF LEVEL 4+ (ORDINANCE 3.7)**

**Follow-up action by manager:**
- At any time where there is cause for concern
- Or
- in the case of 4 incidents of sickness absence or 20 days absence in a 12 month period

- Discussion with member of staff
- Referral to Occupational Health Service
- Review advice with MoS and consider ways forward

**Recurrence of short-term sickness absence**

- OR

**Long term sickness absence**

- Return to work anticipated in reasonable timescale
- Absence prolonged or indefinite

- OR

**Difficulties in fulfilling role (concern for health)**

- OR

**Consideration of other options**

(as appropriate to the particular circumstances of the case)

Meeting(s) between manager and member of staff to review the situation in the light of medical advice and to consider ways forward:

- Actions to support return to work or to maintain attendance/employment
- Reasonable temporary or permanent adjustments
- Redeployment on medical grounds (refer to redeployment procedure)
- Ill-health early retirement (subject to approval by trustees of pension scheme)

- University may propose termination of contract on health grounds: MoS notified in writing and invited to a further meeting

- If other reasonable options have been considered and found to be unavailable or inappropriate

- Meeting to consult MoS on proposed dismissal

- Right to be accompanied and to make representations

- Decision and MoS notified of outcome

- Outcomes may include:
  - Termination of contract by mutual agreement, or
  - Referral to a panel hearing (if the MoS does not agree with the proposed dismissal)

- Right to appeal to a panel in the case of a panel’s decision to dismiss

**Note:** This diagram represents an overview of the procedure. Please refer to the Ordinance itself for the full procedure and to Human Resources or the HR website for further guidance.