

Summary Table of Sickness Absence Actions

Appendix 1

| When | Moderator Review | Medical Adviser Review | OH Assessment | MoM sub-committee |
|--|------------------------------|--|---|--|
| At 4 weeks | Initial Sickness Review Form | Requested if absence looks like continuing to 3 months | | Reports copied to MoM convener. |
| By 10 weeks | Follow-up Review Form | Requested if not already requested | | Reports copied to MoM convener. |
| 3 months (unless return to work is confidently expected before 6 months) | | | Requested <i>for completion at the latest by 5 months</i> . To include opinion on: fitness for work; likely date for return to work – and advice to minister | Report copied to MoM s/ctee. |
| To be completed by 5 months | Follow-up Review Form | | OH report received | Report copied to MoM s/ctee. Decision on whether to continue payments, at what level, after 6 month's absence. |
| Once every 3 further months if payments continue beyond month 6 | Follow-up Review Form | | May be requested dependent on individual circumstances | Reports copied to MoM s/ctee. Decision on whether to continue payments, at what level. |
| By 12 months or when stipend payments cease without ill-health pension, if earlier | Refers to PRWC | | | |

NB. Where a phased return to work is agreed, this will also be reviewed by the Synod Moderator or nominee at monthly intervals