

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