**Process for Employees with temporary altered duties or hours**

This process applies to the following:

* An employee who is returning to work following a period of sickness
* An employee who is in work but has a medical reason for a short term change in duties and/or hours

1. Employee to be advised that, if their GP is recommending action to allow them to stay in work or return to work on a phased basis/reduced duties, they will be required to provide a Fit Note which, wherever possible, clearly states:

* Duties they should refrain from doing or duties they are able to do
* Recommendations about altered hours and any phasing to increase the hours
* Duration of restrictions

If the employee is in work this should be done as soon as possible. The line manager should make the employee aware of this requirement and HR should be updated.

If the employee is not currently in work, then the fit note will be required **before** they are due to return to work. The line manager or HR Advisor should make the employee aware of the requirement.

1. If the GP does not provide adequate information the line manager/HR Advisor to discuss, with John Newton or Tim Davies, and consider the following options:

* Agree duties based on Job Description
* Refer to Occupational Health for their advice either for a phone or face to face appointment
* Refer to Fit for work (if the employee has not been in work for 4 weeks or more)
* Ask the employee to refrain from coming to work until further detail given by the GP

1. Line Manager and employee to jointly complete a risk assessment document based on either point 1 or 2 above. This must be completed in advance of the employee’s return to work unless agreed otherwise with HR. TD/JN can provide support with the risk assessment if required.
2. Completed risk assessment to be approved by TD/JN and **all parties** to sign document. NB, email confirmation is also acceptable.
3. HR Advisor to be provided with a copy of the Risk Assessment.
4. If the employee has been off sick then a **face to face** return to work meeting must take place on their first day back. In addition to the usual return to work requirements, the following is needed:
   * Return to work plan
   * Details of the activities to be undertaken during the plan
   * A review of the risk assessment to ensure it is accurate
   * Arrangements to be made for a first review meeting of the plan to be held with HR Advisor 1 week after the start of the plan

If the employee has not been off sick then a **face to face** meeting should take place to agree:

* + Work plan
  + Details of the activities to be undertaken during the plan
  + A review of the risk assessment to ensure it is accurate
  + Arrangements to be made for a first review meeting of the plan to be held with HR Advisor 1 week after the start of the plan

1. Work plan documentation to be shared with HR Advisor. If any element of the plan relates to an adjustment to the employees hours then the plan will be shared with Payroll.
2. HR Advisor to send confirmation of first review appointment and return to work plan to the employee.
3. Line Manager and HR Advisor to hold regular review meetings with employee, initially weekly to discuss:
   * Duties/hours worked, increasing and amending as appropriate
   * Work plan
   * Risk Assessment – any changes to the risk assessment need to be approved by JN/TD
4. Line Manager to email HR Advisor each Monday of the exact hours the employee has worked the previous week. This is so Payroll can be updated.

Points to note

* + Employees need to provide a Fit Note covering all temporary arrangements until they resume their full hours/duties.
  + If there is information on the fit note that does not seem appropriate then a discussion should take place to question the information or seek further advice.
  + Consider if there is enough work for the employee to complete the number of hours suggested on the plan – line manager should consider work across other teams as well