



UNIVERSITY OF CAMBRIDGE

Department of Engineering

Sickness Absence

Informal Discussion Form

At times it may be appropriate for the manager to have an informal discussion with an employee. This may arise where an employee's pattern of absence gives cause for concern or where matters discussed at a return to work discussion require further investigation.

Employee Name:

Reviewer Name:

Dates of Absence:

Date of discussion:

Points to Cover	Yes/No	Comments
Have you confirmed the total number of days and the reason for the absence?		
Have you identified and highlighted any patterns of sickness? e.g. absence occurs regular on a Monday		
Have you given the employee the opportunity to inform you of any health issues or other factors which may have contributed to the absence?		
Has the employee raised any concerns or questions?		
Have you considered any mitigating factors e.g. disability related/ pregnancy related absence?		
Have you discussed the option of a referral to Occupational Health for further advice and assistance?		
Have you set an attendance target over a specific period of time? If so, what is it?		

(Signed) Employee

(Signed) Supervisor / Line Manager

Please send the completed original of this form to the appropriate office and a copy of this form to the employee.

Academic, Academic Related, Administrative & Manual staff: HR Admin Office

Research Staff: Research Office.

Technical Staff: Workshops Office.