

ILL HEALTH CAPABILITY

Issue Date: 01.09.2025

PURPOSE

This procedure sets out the ill health capability process to be followed in cases of long-term sickness absence. This procedure is followed when an employee's long-term health problems gives cause for concern, affording the employee the opportunity to improve. This procedure is part of the Capability Procedure and could result in dismissal.

This procedure applies to all ELATT employees.

PROCEDURE

In cases of long-term Sickness absence, ELATT may arrange a Welfare Meeting, which will involve a meeting with the employee's Manager, either at home, work or an alternative suitable place as the employee sees fit. The purpose of such a meeting will be to ensure that ELATT fully understands the employee's needs at the time and to explore any options it might reasonably take to support the employee and enable their return to work. This will also allow the employee to be kept up to date with the work environment if they wish.

Possible outcomes of a **Welfare Meeting** may include, but are not limited to:

- Obtaining the employee's consent to obtain a medical report.
- The employee's return to work. Dependent on circumstances, the employee and their manager may agree a rehabilitation plan, which may include a graduated return to work or other measures as appropriate to each individual situation;
- Considering whether temporary or permanent adjustments to the employee's working environment/practices and/or patterns will enable a return to work. A time period should be agreed for achieving such adjustments.
- Considering whether temporary or permanent redeployment is available that would facilitate a return to work, subject to medical advice. A time period should be agreed for achieving redeployment.
- a review within a set timescale where a return to work does not appear imminent.

Where, after full exploration, consultation and review of the options as above, the employee appears unlikely to return to work within a reasonable time frame, ELATT may have to consider terminating the employment on the grounds of incapability due to ill health.

Where this becomes necessary, the employee will be invited to attend an **Ill-Health Capability Review Meeting**. The purpose of this meeting will be to consider:

- The nature of the employee's job, the effect of their absence on service delivery and the needs of ELATT to have the work done
- The nature, length and impact of the employee's illness or incapacity,
- Any available medical advice
- Whether reasonable adjustments have been considered/implemented

This policy is non-contractual and may change from time to time.



- Whether suitable alternative employment has been considered (on either a temporary or permanent basis)
- Whether ELATT can be expected, in light of the above and the requirements of the Business, to wait any longer for the employee to recover and return to work.

Any such meeting will be convened and conducted in accordance with ELATT's Disciplinary Procedure, and the employee will have the right to appeal.

This policy is non-contractual and may change from time to time.

ELATT: Registered company no: 1812908; Registered Charity 299186
260-264 Kingsland Road, London E8 4DG, www.elatt.org.uk