

Protocols for Stress Reported Absences

Absence

- Employee calls in sick to Line Manager citing stress related absence
- Line Manager to obtain as much details as possible from initial call
- Line Manager to advise employee a meeting will be convened shortly to discuss stress absence
- Line Manager contacts HR Services immediately to discuss
- Line Manager to prepare necessary paperwork for meeting

Meeting

- Line Manager makes arrangements to hold meeting to discuss within 5 working days of absence notification (even if returned to work)
- HR to be in attendance where required
- Employee entitled to be accompanied by union representative or other person of their choosing
- Action plan to be completed and agreed dependant on reason for stress

Personal Stressors

- Discussions on appropriate flexible arrangements to allow employee to return to work
- If employee already back at work discussions regarding how to keep arrangements to prevent further absence
- Employee signposted to Employee Assistance Programme/Four Pillars of Wellbeing
- Arrange follow up as agreed

Work Related Stressors

- Discuss reasons for work related absences and possible resolutions
- If unable to articulate an HSE stress audit to be completed
- If employee already back at work discussions on how to keep arrangements in place to prevent further absence
- If employee still absent, agree a return to work plan where appropriate
- Signpost staff to Employee Assistance Programme/Four Pillars of Wellbeing
- Arrange follow up as agreed

Follow-up

- Line Manager to put in necessary supports as identified in Stress Action Plan
- Line Manager to make arrangements to meet with employee to discuss
- HR to be in attendance where required
- Employee entitled to be accompanied by union representative or other person of their choosing
- Further actions to be agreed and reviewed at appropriate intervals where required