

# Fit Note Discussion

## Introduction

A fit note is designed so that the doctor has the following two options:

- Declare the individual **“unfit for work”**
- State the individual **“may be fit for work taking account of the following advice”**

Where a GP has indicated the employee ‘may be fit’ for work, they may provide additional information:

- Ways to **assist a return to work**, e.g. phased return, amended duties, altered hours, workplace adaptations, or other suggestions
- How an employee’s condition may affect what they can do at work

Further information regarding fit notes and how to responding to these, can be found via the **Sickness Frequently Asked Questions (FAQs)** and the **Flowchart: What to do when a “may be fit note” is received**, both which may be found at: [www.sheffield.ac.uk/hr/guidance/illhealth](http://www.sheffield.ac.uk/hr/guidance/illhealth)

Support and advice can also be sought from your HR Team contact at any stage.

## Action required by managers upon receipt of a “may be fit for work” fit note

1. Manager arranges to discuss this with the staff member. Both parties are responsible for ensuring this discussion takes place as early as possible, considering if relevant, whether there are any changes which could help them return to work, focusing on the practical way you can support their return to work, rather than their condition.
2. If special arrangements are advised, the manager has to decide whether or not these can be reasonably accommodated at work to support the staff member’s return to work, or whether further information is needed. Managers are encouraged to speak with their HR Team, if uncertain as to what can be accommodated either prior to or after discussion with the staff member.
3. Following discussion with the staff member, manager documents outcome on the form below (Appendix 1). This should include relevant information to inform any action required on the part of HR, Payroll and Expenses or Pensions, with any sensitive/confidential information recorded separately.
4. If you can’t agree on any changes, you should treat the Fit Note as if it says that the staff member is not fit for work (they will not need a new fit note to confirm this).
5. Manager attaches this form to the copy of the Fit Note (original to be retained by staff member) and sends to the **Payroll & Expenses Office**, 5th Floor, The Arts Tower, Western Bank, Sheffield, S10 2TN (A copy of the form should also be sent to your **HR Manager** if either outcome 1 or 3 is identified). Where a copy of the Fit Note has already been sent, this form should be forwarded to the Payroll & Expenses Office and HR separately.
6. Manager retains copy securely for own records; the staff member may also keep a copy.

## Fit Note Discussion Form

**Please note:** this form does not need to be completed where the doctor's advice is that an employee is 'not fit for work'.

**Employee details:**

Name:		Personnel Number:	
Post Title:		Faculty:	
Department:		Date of Discussion:	

We have discussed the doctor's advice on the Statement of Fitness for Work, and the outcome is one of the following (please select only one):

**Outcome 1:** The Doctor's advice is to be implemented. Please state the return to work date and any specific arrangements agreed, with timescales if appropriate.

Is the employee returning to work on their normal contractual hours?  
 Yes  No\*  (tick relevant option)

**Outcome 2\*\*:** The Doctor's advice cannot currently be implemented until further information is received e.g. Occupational Health, risk assessment, etc (state below).

**Please note:** another 'Fit Note Discussion Form' will need to be completed once information is received and decision made.

**Outcome 3\*\*:** The Doctor's advice cannot be implemented. Please record the reasons for this below (ensure any relevant confidential or personal information is recorded separately and stored securely), and if appropriate any agreed review date to reassess the situation.

**PLEASE NOTE: Any confidential information should be recorded and maintained separately.**

*Examples of details/information that may inform any action required on the part of HR, Payroll & Expenses and/or Pensions:*

- Temporary changes to hours;
- Date of return to work;
- Duration of arrangements;
- Review dates;
- If a risk assessment or referral to SOHS is to be organised
- Notes as to specific support to be implement,

\*Any change of hours, however temporary, must be discussed with HR to ensure appropriate arrangements.  
 \*\*The doctor's medical statement will be treated as if the doctor's advice is 'not fit for work'.

**Copy of Fit Note Attached:** Yes/Previously forward to Payroll & Expenses (please delete as appropriate)

Signed (employee): ..... Date: .....

Print name.....

Signed (manager): ..... Date: .....

Print name.....