Employee Guidance

1. My manager has asked me to go to Occupational Health, is this normal practice?
Yes. When you have a health issue, which may be affecting your attendance or performance at work, there may be certain questions your manager needs to have answered to help them to provide you with the appropriate support and adjustments to carry out your job, or they may need to know how long you are likely to be absent for. The role of Occupational Health is to provide impartial advice to your manager, and answer their questions. Your manager will discuss the referral with you first so that you know what questions they will be asking.

2. What will happen during my Occupational Health referral?
Occupational Health will offer you the opportunity to discuss your health, in confidence, and will offer you advice on additional sources of help and support. They will determine your current level of fitness, and compare this with the demands of your job. They will identify the type of support that you would need to help you to return to work. Please note that the information that you give to Occupational Health will be treated with the strictest confidence.

3. What will happen after my Occupational Health appointment?
A report will be produced, which will provide answers to the questions your manager has asked. Occupational Health will tell you what the report will say before you leave your appointment. You will be offered the option to see a copy of the report before it is sent. Upon receipt of the report, your manager will arrange to meet with you to discuss the contents in more detail.

4. What happens if I do not want to be referred?
Your manager cannot force you to attend an Occupational Health appointment, however, they will then have to manage your absence or performance without the benefit of advice from someone who has an in-depth knowledge of the impact of health issues on the type of work carried out in the University. Your referral should be seen as a positive and proactive course of action, which aims to identify how the University can help support you with your absence, or facilitate your return to work.

5. What should I do if I cannot attend the appointment?
If you are unable to attend the appointment, you should contact Occupational Health on (0116) 252 3263 as soon as possible, and no later than 24 hours prior to your appointment, in order to rearrange it. Please aim to arrive about five minutes before your scheduled appointment. If you are more than fifteen minutes late, your appointment will need to be rescheduled.