



AARHUS UNIVERSITET

GUIDE TO FOLLOW-UP ON ABSENCE DUE TO ILLNESS

Aarhus University wishes to support proactive follow-up on absence due to illness among the university's staff. The purpose of the sickness absence meeting is to ensure optimum conditions for the employee to return to work as quickly as possible and to make a plan which also takes the daily operations of the workplace into account.

Process	<ul style="list-style-type: none">• The employee must report his/her illness on the first day of illness in accordance with local guidelines.• Follow-up takes place around the 10th - 14th and 28th day of absence due to illness.• If the absence continues, a sickness absence meeting must be held every two to four weeks.• Follow-up also takes place in case of frequent or atypical absence (four periods within six months or ten individual days within a period of 12 consecutive months).• The HR partner may be involved in the process and in the holding of sickness absence meetings at any time.
Contents	<p>The purpose of the sickness absence meeting is to establish the status of the absence due to illness as well as the prospects and the possibilities for the employee to return to work on either a full-time or part-time basis. The purpose of the meeting is also to identify any needs the employee may have which the workplace can accommodate. It is possible to obtain various types of medical documentation. The sickness absence meeting must always conclude with an agreement regarding future follow-up, and the writing of minutes. The minutes are submitted to HR for filing in the personnel records. Prior to this, the employee must be informed thereof. In accordance with data protection legislation, the minutes may not be stored in a mailbox or on personal drives.</p>
NB:	<p>It is illegal to request information about the nature of the employee's illness. The employee is, however, free to provide this information.</p>

At AU, follow-up on absence due to illness must take place at the following times as a minimum:

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	First day	10th (14th) day	28 day
Day	<p>Notification of illness In accordance with local guidelines</p>	<p>Sickness absence meeting The meeting is scheduled and participants invited. The employee may be accompanied by his/her union representative.</p>	<p>Follow-up meeting The meeting is scheduled and participants invited. The employee may be accompanied by his/her union representative.</p>
Establish	<p>Are there any agreements or work duties that must be handled? Expected date of return to work? Is there anything the workplace can do to help?</p>	<p>Status of absence due to illness? Expected date of return to work? Is there anything the workplace can do to help? Must any special needs be taken into account in connection with the employee's return to work on a full-time or part-time basis?</p>	<p>Status of absence due to illness? Expected date of return to work? Is there anything the workplace can do to help? Must any special needs be taken into account in connection with the employee's return to work on a full-time or part-time basis?</p>
NB	<p>An agreement is made which specifies when you will be in contact again. Absence is registered in MitHR.</p>	<p>Follow-up is based on committed cooperation between the manager and the employee characterised by respect, appreciation and a listening approach.</p>	<p>If the employee is still absent due to illness after 28 days, meetings must be held at two- to four-week intervals, as deemed appropriate.</p>

Guides and guidelines: Read more about follow-up on absence due to illness in the 'Guide to follow-up on absence due to illness'.