

Police Officer Recuperative Duties Guidance

Initial Assessment Process

You will need to inform your line manager if a doctor or other health care professional has advised a phased return to work following an:

- injury
- accident
- significant illness
- medical incident

This is so that your manager is provided with the necessary information to **complete an Occupational Health referral** via Cohort. You may need to provide further information in regards to this form to Occupations Health (OH) upon request.

Once OH receive your referral you will be given an appointment for an assessment with a nurse or doctor to determine the adjustments needed in regards to your Recuperative Duties. The OH clinician may recommend you attend an additional assessment with another medical professional if they think it would be beneficial, for example, a physiotherapist.

Following your assessment appointment on the phone or in person, OH will discuss with you a recommended recovery plan. With your consent they will write to your manager setting out their recommendations for your Recuperative Duties. OH may advise your line manager if they do not feel it is appropriate for you to be back in the workplace or need more information to advise on what would be a safe and appropriate Recuperative Duties programme for you.

It may be necessary for them to write to your specialist for more information too. They will only do this with your consent. This information will only be released to OH and will not be passed to your line manager. At any time you may change your mind as to what OH tell your manager. However if you don't give permission for OH to write to them it may be difficult for your manager to implement the correct rehabilitation programme. It may be that you remain on sick leave until fit to return to normal duties. Whilst on Recuperative Duties you have the responsibility not to do anything that would cause a delay to your recovery or make your condition worse.

Attending the Police Rehabilitation Centre or Medical Appointments while on Recuperative Duties

Attending the Police Rehabilitation Centre

If you have returned to work either on Recuperative Duties or to full duty and are a member of the **Police Rehabilitation Centre (Flint House) at Goring** you should be shown as on Recuperative Duties and not sickness absence when you attend.

Any rostered rest days that fall while attending Goring should not be re-rostered. If you are part-time free days which fall during attendance at Goring should not be re-rostered.

Attending Medical/Hospital Appointments

When you are working reduced hours on Recuperative Duties you retain your full pay entitlement for your contracted hours of employment. Therefore if your hospital appointment is made for a date when you are expected to work you are expected to reschedule your working time with your manager.

Reviews

Whilst on Recuperative Duties you should communicate regularly with your line manager to make sure the adjustments that have been made are working for you. If at any stage you feel like your

condition has changed and you no longer need to be on Recuperative Duties or need to change your adjustments ask your line manager to raise another referral for an assessment.

Week 12 Review

At the end of 12 weeks of being on Recuperative Duties you will have a formal review with your line manager to give an update on your recovery. If advice is required by OH due to a change in your condition (i.e. improvement or deterioration) then your line manager should complete an OH referral via Cohort. Depending on the circumstances managers may need to consider action against UPP at this stage. For more information visit the **Unsatisfactory Attendance and Performance**, what you need to know page.

Week 18 Review

If you are still on Recuperative Duties after 18 weeks, your line manager should again undertake a formal review of progress you are making in regards to return to full duties, seeking advice from HR and OH again if necessary. Your manager may again have to consider taking action using UPP.

Week 24 Review

If you are on Recuperative Duties and have not resumed full duties by the end of 24 weeks a permanent workplace adjustment would be considered. This may result in a change in deployment to a post more appropriate your needs. You and your manager may also need to consider ill health retirement or progressing action against UPP at this stage. It can be considered at any point but it must be considered by the 24 week stage. More information is available on the **Health in the Workplace - Ill Health Retirement section**.

If you are no longer on Recuperative duties your HR records should be adjusted to reflect that.