

Redeployment Due to Ill Health

Guide for managers

This guide outlines steps to follow when managing an employee through the redeployment process due to ill health

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Getting help

Contact your manager if you have any queries about this guide.

Managers can obtain advice by:

Calling the HR Services Advice Centre on 0845 6060603 / 5456 7100

Managers working for Parcelforce Worldwide should call 0845 6042787 / 5456 4747

For web access go to:
<https://www.psp.royalmailgroup.com>



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Overview

Redeployment is a process by which suitable alternative employment in Royal Mail Group is sought for employees who are unfit or unable to carry out their normal role due to ill health or a condition even after reasonable adjustment are considered. This guide illustrates a flowchart of the redeployment process.

This should be read in conjunction with the Attendance Policy and Work Following Health Problems Guide.

General principles

The manager can only consider an employee for redeployment where:

- The employee has a long term illness or has a condition which affects their ability to perform their normal role effectively, even after reasonable adjustment are considered and all other options have been exhausted, for example, modification to their role via a change to their hours, working times or content of their role. See Work Following Health Problems Guide
- The employee has requested redeployment on the grounds of ill health, and is supported by advice from the Occupational Health Service

The manager should hold a redeployment meeting with the employee to discuss the employee's ability to work, to identify the work they are capable of performing, based on medical advice and to capture any other issues affecting the employee. A Redeployment Considerations form is available on the Policy and Information site on PSP and may be used to support the discussion.

Where it is established that redeployment into another role would be a suitable option, the manager should explore potential roles and positions available in Royal Mail Group using the Scoping for redeployment opportunities letter available on the Policy and Information site on PSP as appropriate.

The process

Before the process the manager:

- Contacts Occupational Health Services, as appropriate, for advice on what the employee can do before scoping for suitable roles. Points to consider may include:
 - Roles they will consider
 - Skills and experience
 - Hours of work
 - Travel to work
 - Place of work
 - Pay/earnings opportunities
 - Personal circumstances
 - Any other issues

During the process the manager:

- Searches locally for two weeks and across the wider business for a further two weeks
- Should continue searching for redeployment and alternative role

opportunities during the notice period if the employee is being considered to leave the business due to ill health

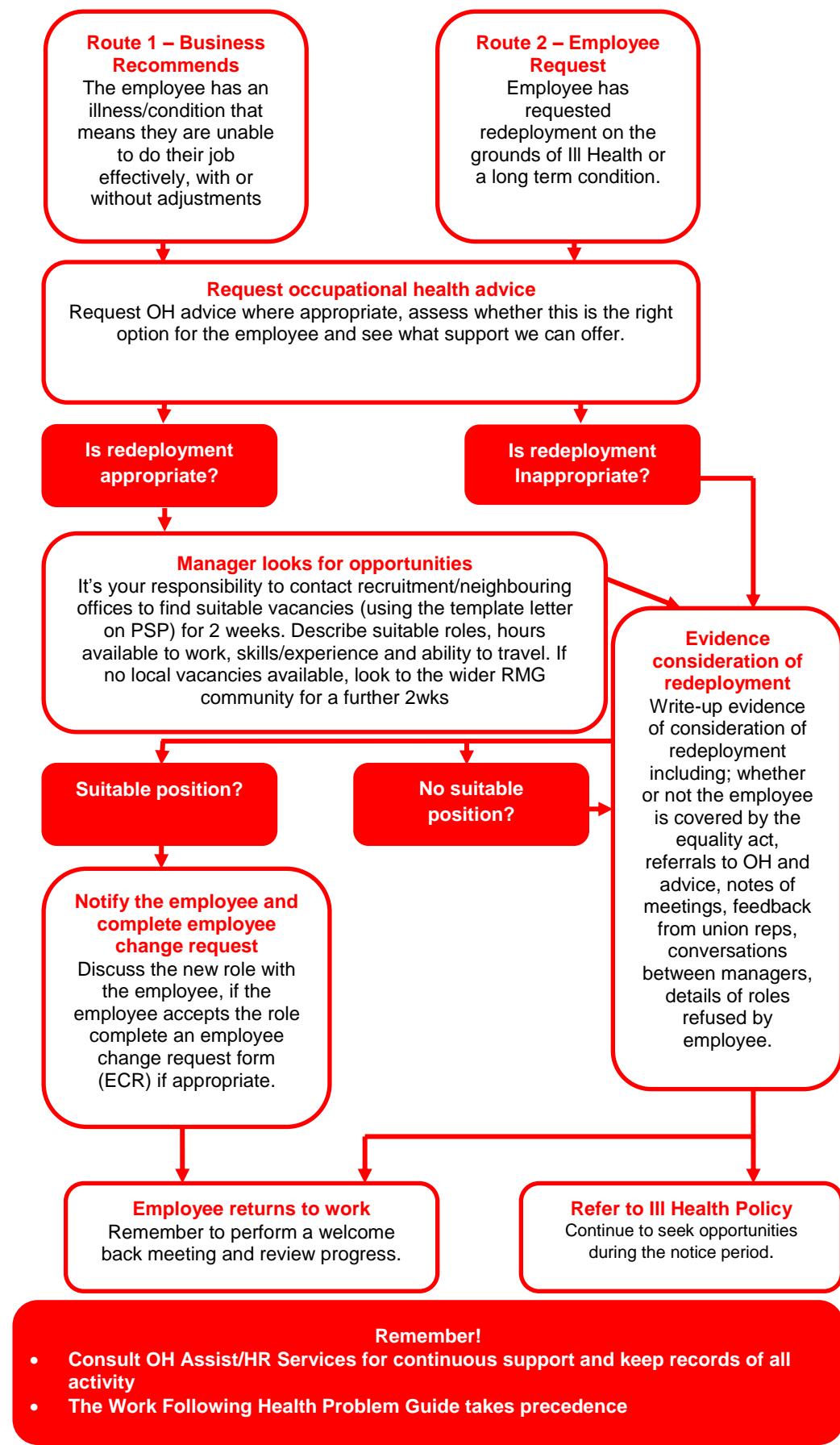
- Keeps the employee updated on progress during the process
- Contacts HR Services Advice & Support on the application of the process
- Keeps detailed records of all conversations, emails and notes
- Arranges vacancy alerts from Success Factors job search by:



Select 'Home', then Select 'Careers' from the drop down menu:

Process map

The process map gives practical steps to follow when supporting an employee through redeployment due to ill health:



Where to go for further information	<p>The Getting Help box on the front page tells you where to find further information.</p> <p>Guidance is also available on the <i>Policy and Information Site</i> on PSP and <i>HR</i> pages on the intranet (for non-PSP users).</p>
Forms	<p>The following forms can be found on the <i>Policy & Information Intranet Site</i> (<i>attendance forms and letters</i>):</p> <ul style="list-style-type: none">• <i>Redeployment considerations</i>• <i>Redeployment scoping opportunities</i>
Related documents	<p>You may find it useful to read the following documents (located on the <i>Policy and Information Site</i> on PSP and <i>HR</i> pages on the intranet (for non-PSP users)) in conjunction with this guide:</p> <ul style="list-style-type: none">• <i>Attendance Policy</i>• <i>Work Following Health Problems Guide</i>• <i>Leaving the Business Due to Ill Health Guide</i>• <i>Referral to Occupational Health Services Guide</i>• <i>Keeping Records Guide</i>