



Employers Assistance - How to Dismiss Staff - Illness & Injury

Programme Title:	How to Dismiss Staff
Module Title:	Illness & Injury
Content Provider:	Employers Assistance

Goal

The Illness & Injury module forms part of the *How to Dismiss Staff* course. The goal of this module is to prepare an employer on the correct procedure for dismissing an employee for the reason of illness or injury.

Overview

1. The Illness & Injury module details the legal and practical aspects concerning an employee's illness or injury in the workplace
 2. Under New Zealand employment legislation, it is essential to follow a formal and fair process when dismissing an employee for the reason of illness or injury
 3. The main student requirements in this module include:
 - a. Defining illness or injury
 - b. Initiating a formal process
 - c. Ending the formal process
 - d. Terminating employment
 - e. Detailing personal case studies
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Considerations

The target audience is predominantly employers of small- to medium-sized businesses. Other segments may include human resources practitioners and administration managers in medium-sized organisations.

Another audience segment might be students of NZQA level 3 – 5 certificate and diploma programmes who require extra subject material for courses they are taking.

The course is offered as a stand-alone, online course involving five to six hours of unsupervised study.

Content Outline

Before You Start

- Introduction

Illness or Injury

- Procedures

What is Illness or Injury?

- Definition
- Case Study

Starting the formal process

- Starting early
- Gathering information
- What's important?
- Employer responsibilities
- Case Study

Evaluating information

- Business considerations
- Further evaluations
- Alternative options
- Case Study

Conducting second formal meetings

- Procedural matters
- Sample documentation
- Pertinent issues
- Case Study

Ending the formal process

- Termination procedures
- Formal meeting invitations
- Termination meetings
- Termination documentation
- Final checks



Formalising the process

- Formal meetings
- Legal matters
- Written consent
- Medical information
- Formal meeting invitations
- Formal meeting procedures
- Formal meeting administration
- Case Study

Meeting scenarios

- Video examples

Employer's Case Study

- Correct procedures
- Procedure checklist
- Final considerations
- Forms

Teaching Outcomes

The key teaching outcomes expected include:

- Describing the formal requirements for dismissal of employees for reason of illness or injury
- Describing legal matters that relate to employee dismissal for illness or injury
- Defining and explaining the roles, rights and responsibilities of employers during the formal employee dismissal process

Learning Objectives

At the end of this module, students will be able to:

- 1) Identify the 'good reason' for staff dismissal
- 2) List each step involved in the procedure to dismiss an employee for illness or injury, including the correct way to obtain information from medical practitioners
- 3) Analyse and complete a pro forma letter detailing requests for information from medical practitioners as well as a consent to collect medical information form from an employee
- 4) Complete a dismissal for illness checklist
- 5) List and explain the procedure to be followed for dismissal in the case of the student's own 'real life' business situation

Instructional Strategies

Instructional Strategies used to teach this course include:

- Pre-instructional strategies; including gaining the learner's attention; relating instructional goals to the learner and presenting overviews and organisers
- Information presentation strategies; including providing cases related to course content; textual information; databases of letters, forms and templates
- Student participation strategies; including interactive feedback, which checks student understanding. Part of the feedback involves student completion of relevant forms and letters for the formal dismissal process

Certification/Qualifications

- The Illness & Injury module may be taken as a stand-alone course, or in conjunction with other Employers Assistance 'How to Dismiss Staff' modules
- Students who successfully complete the online course will receive a certificate of completion from Intuto

Suggested Learning Hours

Estimated time for completion of the 'Illness & Injury' module is five (5) to six (6) hours.