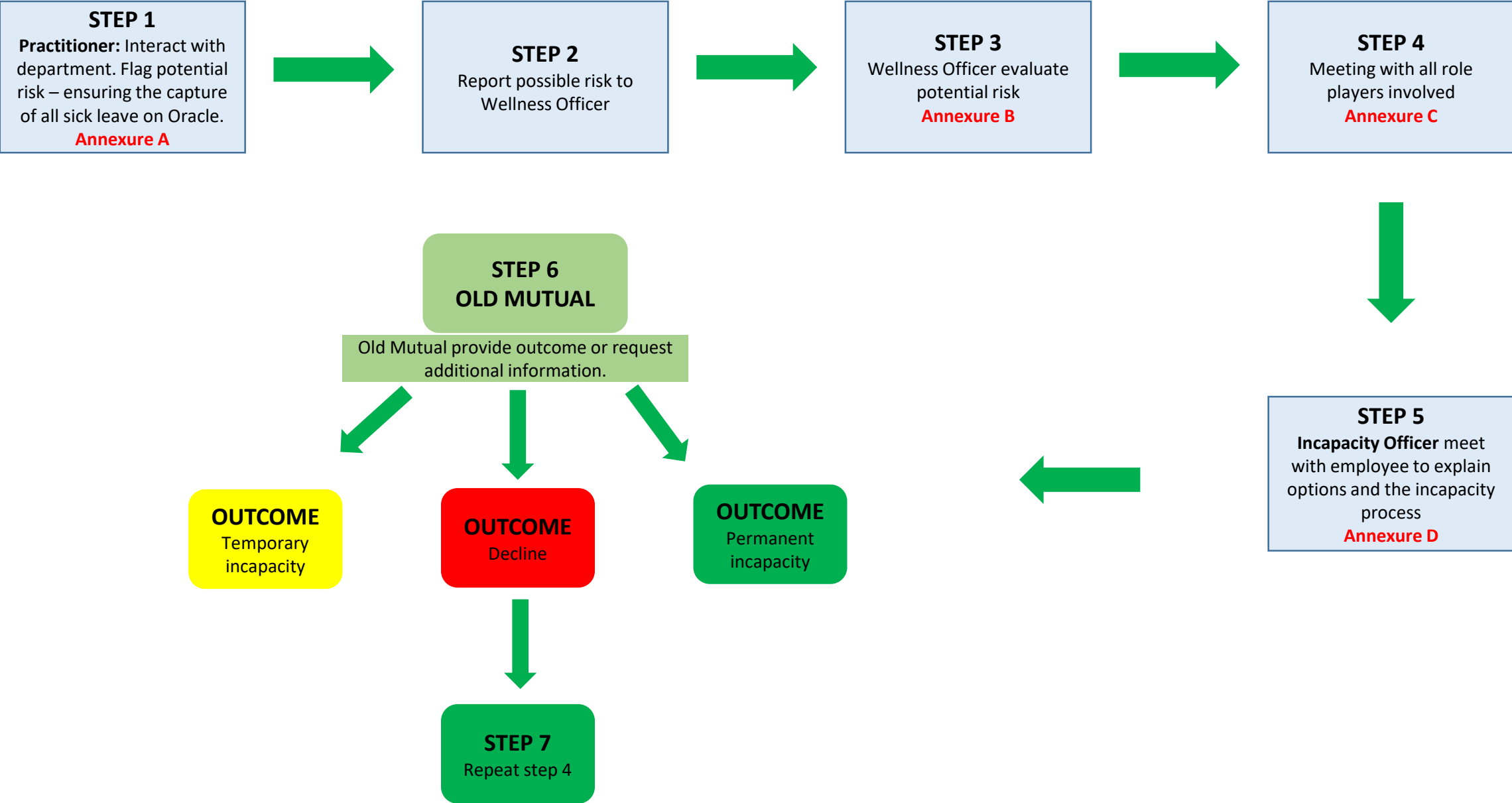


# INCAPACITY PROCESS



**STEP 1**

Practitioner: Interact with department. Flag potential risk – ensuring the capture of all sick leave on Oracle.

Annexure A

**STEP 2**

Report possible risk to Wellness Officer

**STEP 3**

Wellness Officer evaluate potential risk

Annexure B

**STEP 4**

Meeting with all role players involved

Annexure C

**STEP 6**

OLD MUTUAL

Old Mutual provide outcome or request additional information.

**OUTCOME**

Temporary incapacity

**OUTCOME**

Decline

**OUTCOME**

Permanent incapacity

**STEP 7**

Repeat step 4

**STEP 5**

Incapacity Officer meet with employee to explain options and the incapacity process

Annexure D