

SICKNESS ABSENCE MANAGEMENT

Guidance Documents for Line Manager/ Head teacher and Governing Body

The following documents are for guidance only and may be amended by the Council from time-to-time. They are not, nor intended to be, incorporated into individuals' Contract of Employment.

Guidance Document 1 – Issues to Consider

Guidance Document 2 – Frequently Asked Questions

Guidance Document 3 – Absence Management Procedure and Principles

Guidance Document 4 - Sickness Absence Notification & De-Brief Form (Non-Schools)

Guidance Document 5 - Sickness Absence Notification & De-brief Form (Schools)

Guidance Document 6 - Reporting Sickness Absence – Absence Reasons

Guidance Document 7 - Redeployment Form

Guidance Document 8 – Occupational Health Referral Form

Guidance Document 9 – Employee Assistance Programme

Absence Management - Issues To Consider

This policy and procedure has been developed in consultation with the Teacher Associations and Trade Unions to provide a framework which enables sickness absence to be managed in a fair, reasonable and appropriate manner. It provides a framework to enable the Line Manager / Head teacher / Chair to act in a consistent way but in taking decisions and action, have regard to the individual circumstances and merits of each case.

The framework is built upon the concept of both informal and formal processes. The informal processes (maintaining contact during absence and return to work contact) and formal processes (at Stage 1) are meant to be on the lines of counselling, and support processes that review the situation and agree joint action plans.

The review meeting at Stage 2 takes the process further, not only to offer support and seek solutions but also “caution” the employee that if there is not the required improvement in attendance, their employment may be terminated.

Sickness absence management is not easy. However it is essential that schools and other work places have in place good recording systems to enable the monitoring and identification of absenteeism at an early stage. Good records also ensure consistency in addressing issues albeit the outcome will reflect the individual circumstances.

Each Line Manager / Head teacher / Chair needs to consider the operational requirements for the implementation of the policy and procedure, so that it can be managed effectively with the minimum of bureaucracy. The initial stages of the procedure need to be undertaken by appropriate member(s) of staff. It is important that those designated senior members of staff, with responsibility for managing the initial stages of the procedure are properly trained in the application of the policy as well as having the appropriate “people” skills to deal with absence management in a firm, fair and sensitive manner. There must be confidence in the process.

Confidentiality

Sickness absence and health are highly personal and sensitive issues. All meetings and correspondence in the process are to remain strictly confidential to those whose formal involvement within the School or Council make it necessary.

Fit Notes

From 6 April 2010, a new “fit note” replaced the traditional sick note certificate. The fit note is designed to encourage employers, employees and doctors to move away from a rigid system of employees being either fit or unfit to work and towards a more flexible approach placing the emphasis on what employees are able to do at work, thus helping sick employees to return to work as soon as they are able.

As well as declaring that an employee is unfit for work, a doctor can also state on the fit note that an employee “may be fit for work taking account of the following advice”. There is space below this option on the fit note for the doctor to give suggestions for changes that could be made to the employee's duties, working environment or hours of work to enable him or her to

go to work. The doctor could also recommend a phased return to work after illness so that the employee can gradually increase his or her workload.

Examples of amendments to duties include:

- removing heavy lifting from the job duties of an employee who has suffered a back injury; and
- reducing the more pressurised parts of a role (for example, removing customer-facing duties) from an employee who has been suffering from stress.

Changes to the working environment could involve:

- providing a ground-floor workstation for an employee who has difficulty getting up and down stairs because of a musculoskeletal disorder; and
- providing a special chair for an employee who has been suffering from back pain.

An employee's hours of work might be altered, for example, to allow him or her to start or finish work earlier or later to avoid the rush hour on public transport.

A phased return to work can facilitate the rehabilitation process and subsequent return to normal duties, for example an employee who tires easily might be permitted to work fewer hours, at least on his or her initial return. **Advice should be sought from Occupational Health regarding phased returns (Tel: 024 76834350, Email: ohc@coventry.gov.uk).** In relation to pay during a phased return, advice can be obtained from Human Resources (HR) As with the old sick note system, an employer cannot require an employee to provide a fit note until after seven calendar days of illness, for statutory sick pay purposes. The information given on the form continues to be advisory and is not binding on employers.

Employers have a duty to make reasonable adjustments for disabled people under the Equality Act 2010. Therefore, although the fit note is not binding, an employer may need to make certain adjustments to accommodate a disabled employee.

Return to Work Meeting

This provides an ideal opportunity to ensure that upon return to work, the employee has recovered and is fit to return. It enables the employee to be updated on matters that have arisen during their absence and can make the employer aware of any support mechanisms that may be needed.

The Line Manager/ Head teacher/ an appropriate designated senior member of staff shall normally conduct the meeting, which is intended to be an informal meeting. The duration and nature of the meeting will of course vary according to the circumstances, ranging from a brief chat (where this is the first short absence) to a more detailed structured discussion where the employee has been absent on several occasions or may be returning from long term sickness. It may also depend upon the nature of the illness and the particular circumstances. Return to work meetings should be held informally, in confidence and with sensitivity. It should be a supportive, not a threatening meeting.

The discussions shall be used to:

- Establish the interest in the employee's health and welfare.
- Discuss the nature or cause of the absence/ill health (if not already known). Where stress has been identified, it is recommended that the employee is referred to Occupational Health for advice and guidance. Counselling can also be provided by Occupational

Health.

- Ascertain that the employee feels fit to return.
- Consider any support that can be provided.
- Consider any adjustments that may be appropriate e.g. advice contained on 'fit note', health and safety risk assessment, disability related reasonable adjustments (Equality Act 2010). In the case of appropriate adjustments for disabled employees, advice from Occupational Health must be sought and it may be appropriate to seek advice from the Health and Safety section in relation to "risk assessment"
- Confirm arrangements for monitoring sickness absence/ill health
- Consider whether a sickness review meeting at Stage 1 may be appropriate.
- Enable the appropriate certification and documentation has been completed properly.

The return to work meeting is not a formal part of the sickness absence management process but is merely part of the normal basic supervisory/management relationship. A record/note of the meeting shall be kept by the Line Manager / Head teacher / appropriate designated senior member of staff. An employee would not normally be accompanied at these discussions, but there may be occasions where it is appropriate.

Confidential Counselling

Occupational Health can provide a counselling service or recommend appropriate counselling groups to provide support to the employee who has a specific problem. Where an employee indicates that they have a medical problem they can be referred through to Occupational Health either through the Line Manager / Head teacher / appropriate designated senior member of staff/Chair or HR.

Employees can also access counselling services and other support through the Employee Assistance Programme (see Appendix 9).

Representation

The procedure includes representation at each stage. Employees can be accompanied by a recognised Teacher Association/ Trade Union representative, or a work colleague nominated by the member of staff.

Failure to Report Absence

Not reporting absence in the correct way may affect employees pay and may lead to disciplinary action. If an employee fails to contact the Line Manager / Head teacher / appropriate designated member of staff on the first day, the Line Manager / Head teacher / or designated senior member of staff should seek to make contact with the employee.

If there is a real concern for the employee's well being, a visit may be appropriate. This will be undertaken by the Line Manager / Head teacher / appropriate designated senior member of staff, after having consulted HR.

Sickness Absence During a Disciplinary Procedure

If an employee appears to be hindering or frustrating a disciplinary meeting from proceeding by reporting sick (when there is no previous history of the absence) then the Council reserves the right to withhold sick pay.

LONG TERM SICKNESS ABSENCE

General Points

1. Employees facing a substantial period of absence from work due to ill health will feel particularly anxious and vulnerable. They will be worried about their ill health and speed of recovery, the impact the illness is having on their family and job prospects, the financial consequences of being off work etc. They are likely to feel isolated and unsure of what the future will hold.
2. Line Manager / Head teacher / appropriate designated senior member of staff need to be sensitive to these feelings and provide support and reassurance wherever possible. One critical way of alleviating concerns is by ensuring early contact with the individual and maintaining regular communication and consultation with the employee throughout the period of absence.

As with short term intermittent absence there is a need to follow a consistent procedure in managing employees who have a prolonged period of sickness absence. In these instances, the emphasis is on consultation with the employee about the situation and the steps being taken to address it. This will include a number of options ranging from a phased return leading to a full return to work. Alternatively, it may be necessary to consider a position with modified or fewer responsibilities, alternative working methods, redeployment or if the employee is assessed as being medically incapable to undertake any other work an application for ill health retirement. A referral to Occupational Health for medical information is important in determining the appropriate action(s) to be taken.

A consistent and sensitive approach to the management of long term sickness absence shall be adopted with due regard taken of the individual circumstances and the impact that the absence is having on the school or workplace. A supportive, pastoral role, with ongoing discussion and consultation is essential. Normally this dialogue would be undertaken with the Line Manager / Head teacher / appropriate designated senior member of staff but if there are occasions when this may not be the appropriate person, the Line Manager / Head teacher / appropriate designated senior member of staff is advised to seek advice from HR.

The management of long term sickness requires consideration of some difficult questions :

- What is the state of the employee's health?
- What are the prospects of recovery (complete or partial)?
- When will he/she be likely to be fit to return to work?
- When recovered will he/she be able to carry out the full range of duties?
- The operational difficulties the absence is causing?
- What alternative work (if any) is available for the employee and will this require retraining?
- Can their job be redesigned to allow a quicker return to work?
- Can adjustments be made to the job or working conditions?
- Is the illness job related and if so can anything be done to remove or lessen the impact of the cause.

All of these questions may need to be addressed during the procedure but the precise point at which they are considered may vary depending upon the individual circumstances. Line Manager / Head teacher / appropriate designated senior member of staff, in planning ahead, do need to seek specialist advice and guidance (from Occupational Health or HR) to consider the available options, at an early stage.

Return to work following substantial sickness absence

1. It is important that Line Manager / Head teacher / appropriate designated senior member of staff ensure the provision of necessary support mechanisms for employees returning from long term sickness. This shall include meetings prior to the employee's return date in order to bring them up to date with school/service developments and consideration of ways of effectively rehabilitating the employee back into the work situation. A return to work meeting shall, wherever possible, be held prior to commencement of duties and then immediately upon return to work to finalise details of their return, offer support and assistance as required.
2. The services of Occupational Health shall be sought and consideration given to ongoing support meetings with the employee. Either the employee's doctor and/or Occupational Health shall have to give medical clearance prior to the employee returning to work.
3. Where a phased return is to be considered, this should be agreed in advance before the return to work. A phased return would normally take place over a four-week period. Occupational Health can be asked to provide guidance on this approach if required. The line manager/ head teacher and employee should agree the specific adjustments that will be made, for how long they will apply and any other consequential changes. If a change of hours has been agreed this would result in a change in pay. Sick pay arrangements may also continue during a phased return but would do so at the same level (for example half pay for remaining hours). Annual Leave can be used to facilitate a phased return but must be done so with the agreement of the employee. Advice from HR should always be sought prior to implementation of phased return arrangements.
4. It will be the responsibility of the employing authority to decide whether a teacher is fit to resume duty following certain specified illnesses as set out in DFES Circular 4/99. Advice and guidance is available from the Local Authority HR Section and /or the Occupational Health Services.

Review Meetings during absence

Contact by the Line Manager / Head teacher / or designated senior member of staff shall normally be made with the employee, as soon as possible after the first 10 days of continuing sickness absence. This can be achieved by a planned appointment at an acceptable venue or regular telephone contact. It is important that sensitive contact and communication is made by an appropriate person with the employee at an early stage and is ongoing.

The purpose of the meeting or telephone conversation is to make personal contact, confirm the circumstances surrounding the absence, answer any questions, determine any action that may need to be undertaken in the meantime and establish review dates. In determining review dates, it may be necessary to seek and have regard to the advice of Occupational Health regarding the employee's health and any other issues supporting a return to work. The employee shall be kept informed of what action is being taken.

Annual Leave

Annual Leave continues to accrue during sickness absence regardless of how long the employee is off sick or whether sick pay has been exhausted.

Annual Leave should be taken in the year that it is accrued therefore employees who have been on long term sickness absence should be encouraged to take their remaining entitlement for the current year.

Where long term sickness absence has prevented statutory annual leave from being taken before the end of the annual leave year, employees will be allowed (as an exceptional circumstance) to take this accrued holiday on their return to work. Employees should discuss with their Line Manager/ Head teacher how accrued leave will be used.

It is not permissible for an employer to buy out an employee's statutory annual leave entitlement (i.e. give the employee a cash substitute) except on termination of employment.

Different arrangements will apply for teaching and term time only school based staff whereby the entitlement to statutory annual leave should be offset by any periods of school closure.

Please contact HR for further advice

Sickness or Injury While on Holiday

Where an employee falls sick or is injured during a period of holiday or shortly before a planned holiday, the Council may allow the employee to transfer to sick leave and take a replacement holiday (for the same number of days' originally approved) at a later time. To reclaim annual leave the employee must contact his/her line manager as soon as possible (preferably by telephone) to advise them that it is his/her intention to request replacement holiday leave and they will be required to produce an appropriate medical certificate which covers the total period of incapacity.

Where the employee is overseas when he/ she falls ill or is injured, evidence must be produced that the employee was ill by way of either a medical certificate or proof of a claim on an insurance policy for medical treatment received at the overseas location.

Please contact HR for further advice.

Employees with Disabilities

For the avoidance of doubt, this advice relates only to employees who are disabled as defined by the Equalities Act. Advice must be sought from Occupational Health regarding whether or not a worker suffers from a condition defined by the Act.

Under the Equalities Act, it is unlawful to treat an employee with a disability unjustifiably less favourably, than other employees for a reason related to their disability. Employers also have a specific duty to consider and make reasonable adjustments where appropriate to cater for an employee with a disability. Reasonable adjustments must be considered on a case by case basis with each determined on its own particular circumstances and merits.

Employees with disabilities who need to attend medical appointments for a reason related to their disability, should be given time off work, where it is unreasonable to attend outside their normal hours. In the majority of cases, it is likely to be a reasonable adjustment as required by the Equalities Act. Unlike for pregnant employees and ante-natal care, there is not a statutory obligation to provide paid time off for employees with disabilities. However caution should be given to this, as unless there is some tangible and concrete reason why it would

not be reasonable to pay for time off to attend medical appointments, payment should be made.

If there is a more frequent or regular requirement for time off to attend medical appointments/ treatment, flexible-working arrangements should be considered in the first instance. These should be discussed and fully explored with the employee and may be adopted on a temporary or permanent basis depending upon the characteristics of the disability, nature of the medical appointment as well as service delivery and operational needs. It may also be appropriate for more than one measure to be used at the same time. Any changes to an employee's contractual terms and conditions will require agreement. Examples of types of measures that might be helpful include:

- Adjusting working hours to allow a member of staff to make up lost time.
- Allowing an employee to work from a different location or from home.
- Reducing contractual working hours.

Confirmation should be obtained from Occupational Health that the employee is covered by the Equalities Act and any proposals are reasonable. Accurate recording and monitoring is essential not only in terms of good management practice but also in demonstrating the "reasonable adjustments" taken in respect of employees with a disability. For employees with a disability, distinction needs to be drawn between sickness absence and absence as a reasonable adjustment. Classifying the latter as sickness absence is potentially discriminatory i.e. there is a possibility that the employee could suffer detriment through, for example, more likely to reach absence triggers under the Policy. However an employer does not have to extend a disabled employee's sick pay once he or she has exhausted contractual sick pay, so long as the employer has complied with its obligations to make reasonable adjustments to enable the employee to work.

Stress Related Absence

Stress is the highest cause of sickness absence at Solihull MBC accounting for 23% of total absence (March 2011). Employers have a legal responsibility towards employees who report work related stress and will need to take steps to prevent this wherever possible.

Where work-related stress has been identified as the reason for absence, it is important that Managers/Head teachers review their Managing Stress at Work Risk Assessment to ensure appropriate preventative and protective measures are in place. For further information please refer to the [Managing Stress at Work Policy](#) or contact the Health and Safety Team on 0121 704 6328.

Teacher Ill-Health Retirement

Where a teacher has made an application and been granted ill-health retirement by Teachers Pensions, the school should agree a mutually acceptable date for the teacher's last day of employment. The school is not required to dismiss (at Stage 3) and give paid notice when the application is successful.

ABSENCE MANAGEMENT - Frequently Asked Questions

Q1 When conducting a formal review of an employee's attendance, should any absences be discounted?

A1 Absences that are connected to an employee's pregnancy, and absences resulting from an accident at work (unless the employee's negligence caused the accident) should normally be discounted.

Q2 What is the relationship between sickness absence and disability?

A2 There is a difference between sickness and disability-related absences. Disabled employees generally take no more or less sick leave than other employees. However a minority, owing to the nature of their condition may need to take additional disability- related absences. Any assessment of whether a sickness record is satisfactory or not will need to take into account the impact of the individual's disability on their attendance. We have an obligation to make reasonable adjustments to reduce the disadvantages potentially faced by a disabled person and whilst we would normally apply consistent standards to all staff 'reasonable adjustments' may also include providing some additional flexibility in applying attendance standards to employees who are disabled.

Q3 What can a manager do when an employee who has been invited to come to an attendance review meeting goes off sick?

A3 If an employee claims that he or she is unable to attend an attendance review meeting due to sickness, the manager could ask the employee to attend an appointment with Occupational Health so that advice can be sought as to whether the employee is well enough to attend such a meeting. Alternatively, the manager could offer to hold the meeting at the employees' home or some other venue. The manager may decide that the meeting should go ahead in the employees' absence but must inform the employee that this is the case and that decisions may be made in the employees' absence. The employee will be given the right of representation at all formal meetings. This may be a work place colleague or a recognised trade union representative or person nominated by them. It is not advisable to delay the attendance review meeting indefinitely and if the employee continues to fail to attend for the review meetings they should be advised that the process will go ahead in their absence.

Q4 Why is it good practice to conduct return-to-work interviews every time an employee has had a day or two off work?

A4 Return-to-work interviews have been shown to be one of the most effective interventions in encouraging reliable attendance. They demonstrate to employees that the employer/manager notices their absences, thus discouraging casual absence, while at the same time giving line managers an opportunity to identify the possible underlying cause(s) of an employee's frequent non-attendance at an early stage, and offer appropriate support. Where an employee knows that he or she will have to justify an absence to the line manager, this may discourage the employee from taking casual days off work.

Q5 How should managers manage short-term sickness absence on a day-to-day basis?

A5 The Council has clear rules in place requiring employees to report all absences in a defined manner and provide appropriate certification. These rules should be rigorously enforced. Line managers should carry out return-to-work interviews after every period of absence, whatever its length, and keep clear records of the absence and the reason for it.

Q6 Why is it important for managers to take steps to manage sickness absence in a proactive way?

A6 Research by the Chartered Institute of Personnel and Development shows that employee absence is running at an average of eight days per employee per year, costing an average of £598 per employee. In addition to these direct costs, high levels of absence can demotivate those employees who have to take on absent employees' work, cause all-round disruption to productivity and adversely affect continuity of service provision.

Q7 How can managers reduce the incidence of employees taking time off work on account of stress?

A7 Managers can minimise the likelihood of employees experiencing workplace stress by giving high priority to mental health and stress when conducting risk assessments. They can also take positive measures to ensure that workloads, targets and deadlines are within each employee's coping resources, and ensure that employees do not work excessive hours. Providing adequate training and regularly communicating with staff about all work-related matters will also assist. For further help and advice see the Council's Managing Stress at Work Policy which can be found [Managing Stress at Work Policy](#)

Q8 Is it acceptable for a line manager to maintain contact with an employee during a period of long-term sickness absence?

A8 Keeping in touch with an employee who is off sick on a long-term basis is essential for the employee's well-being and to avoid feelings of isolation or rejection. The line manager/ Head teacher should therefore arrange for regular contact with the absent employee and employees are more likely to return to work sooner rather than later. If there are any issues between the employee and the line manager another nominated manager will be responsible for undertaking regular contact whilst the employee is off sick and any return to work meetings. If the employee requests it, subject to agreement with the line manager/ head teacher, contact could be made through a union rep or workplace colleague

Q9 Doctors are now issuing 'Fit Notes' how do these differ from the old 'Sick Note'?

A9 Sick notes allowed doctors to advise only that an individual should or should not work. However, fit notes allow doctors to tick an option to advise that an employee either:

- is "not fit for work", where the employee has a health condition that prevents him or her from working; or
- "may be fit for work taking account of the following advice", where the employee is not fit to return to work to perform all of his or her normal duties, but may be able to return to work if the employer offers some support.

Q10 What should a manager do if he/she receives a ‘fit note’ saying that the employee “may be fit to work taking account of the following advice”?

A10 Advice from a doctor on a fit note is intended to help the employer manage the employee's return to work. An employer that receives a fit note stating that an employee "may be fit for work taking account of the following advice" should consider the advice on the fit note carefully, discuss it with the employee and seek to agree with the employee how the recommendations can be implemented. The employer should agree the specific adjustments that will be made, for how long they will apply and any other consequential changes (for example a change to pay where a reduction in hours has been agreed).

Q11 Is the employer obliged to comply with the advice on the ‘fit note’

A11 The advice given on a fit note is advice for the employee and is not binding on the employer. Most GPs are not trained in occupational health. They have a limited amount of time to see patients and often have only the patient's account of the symptoms. The government guidance for doctors ([Statement of fitness for work: A guide for general practitioners and other doctors \(PDF format, 213K\)](#)) and employers ([Statement of fitness for work: A guide for employers \(PDF format, 457K\)](#)), available on the Department for Work and Pensions website, makes clear that fit notes are not binding on employers. It is ultimately the employer's decision how to act on the advice, taking into account its wider legal obligations.

If the employer is unable to implement the suggestions on the fit note, it should explain this to the employee and treat the fit note as if the doctor had advised that the employee is "not fit for work". The employee does not need to return to the doctor to confirm this. Alternatively, the employer could request that the employee return to the doctor for advice on alternative suggestions for adjustments. The employer could also seek specialist occupational health advice.

Q12 What support and help is offered to employees?

A12 Employees have the right to be accompanied by a trades union or other person nominated by them or a work place colleague at each stage of the procedure.

Q13 What should a manager do if he or she suspects that an employee has an alcohol or drugs dependency?

A13 It would be advisable for the manager to refer the employee to Occupational Health for an initial review of the employee's state of health and possible dependency. Based on the advice received it may be appropriate to offer the employee time off work to undergo appropriate medical treatment and/or counselling. The overall approach should be one of support not blame.

Q14 Are employees who choose to have elective surgery entitled to sick pay?

A14 Time off for surgery that is elective and not considered medically necessary should not be recorded as sickness absence but taken as annual leave, unpaid leave or flexi-leave as appropriate. However sick pay may be payable where the outcome of the elective surgery is unexpected and the employee suffers an injury and is unfit for work. In these circumstances the absence will be subject to notification arrangements and monitoring under the Council's Sickness Absence Management Policy. Any entitlement to Occupational Sick Pay is discretionary.

Q15 Are there any steps that a line manager should take when an employee returns to work after a period of long-term sickness absence?

A15 The line manager should meet with the employee before the first day back at work to discuss his or her capabilities and review whether any special arrangements or support need to be provided initially. The employee should be given a level of work that is consistent with an employee returning from a period of long term absence. Showing the employee that his or her return is welcomed will also be important.

Any phased return should be negotiated before the return to work and will normally take place over a four- week period. Occupational Health can be asked to provide guidance on this approach if required.

Q16 Can an employee who is off sick for any length of time be allowed to carry forward any untaken annual leave?

A16 Statutory annual leave will accrue during sickness absence and employees who have been prevented from taking this leave will be allowed to carry this forward to the new leave year. In some circumstances this may be used to facilitate a phased return but must be done so with the agreement of the employee.

Q17 If an employee who is on long-term sick leave has exhausted all of their sick pay, can we pay them for their annual leave if they are still signed off by their GP?

A17 Statutory annual leave provided by the Working Time Regulations may not be replaced by a payment in lieu, except where the employment is terminated. However you can allow an employee to request and take annual leave during a period of unpaid sickness absence.. Moving between sick leave and annual leave will not 'break' the sickness and must still be covered by an appropriate medical certificate. In these circumstances further advice should be sought from HR.

Q18 Can an employee claim back their annual leave if they fall sick or are injured during holiday?

A18 An employee is able to claim back his/ her annual leave if they fall sick or are injured during his/ her holiday so long as they contact their line manager and report the absence as soon as possible and they are able to produce an appropriate medical certificate (or other medical evidence if travelling abroad) for the total period of absence.

Q16 When should sick pay be extended?

A16 As a general rule sick pay should not be extended beyond the employees contractual entitlement. The Council will, at its absolute discretion, extend the period of half sick pay, where an employee is suffering from a critical or terminal illness, subject to appropriate medical advice and review.

Q17 How should managers deal with part day absences?

A17 If an employee attends work and within a short period goes home sick the manager should make a note of this absence and monitor absences of this nature in the future but will

not need to record the absence for payroll purposes. The same process should be adopted for any part day absences.

Q18 Should the same trigger points apply to part time staff?

A18 It is important that employees are monitored and managed in a consistent and fair way, irrespective of their working status. Therefore it will depend on the individual's working pattern. For example to ensure fairness it would be necessary to pro rata the 10 day trigger point for a part time employee working 3 days a week (i.e. to six days) however an employee working a regular working pattern (e.g. same hours Monday to Friday) would not.

Q19 What happens if an employee is prevented from coming into work because of an infectious disease?

A19 If an employee, due to the nature of their work, is prevented from attending work because of contact with an 'infectious disease' the period of infection, where employees should refrain from being at the workplace, should not be counted towards any trigger points under the Policy. Specific guidance for school based staff can be found in 'Infectious Disease Control in Schools and Nurseries Handbook' (HPA 2006)

For example , the HPA guidance for vomiting and diarrhoea specifies an absence of 48 hours from the last episode. In this instance sickness absence will be recorded for whole period however the 48 hours where the employee is prevented from returning to work will not be counted towards trigger points.

GUIDANCE DOCUMENT 3

Sickness Absence Procedure

1. The procedure is based on the following principles:

Stage	Short Term Absence	Long Term Absence (
Back to Work meetings/maintaining contact.	Back to Work meeting to discuss the nature of the sickness absence and ensure a full recovery and fitness to return to work.	The maintenance of regular contact to discuss the nature and probably duration of the absence and to ascertain a prognosis for return to work.
Trigger point.	To decide whether it is necessary to move to a Stage 1 Meeting.	
Stage 1 Meeting.	To review the attendance record. identify appropriate support , to set the standards, and decide the appropriate point to obtain medical advice as to whether or not there is an underlying medical cause for the continued short-term absences.	To ascertain a prognosis for a return to work and the effects of the illness in the employee's ability to carry out the duties of their role. .
Stage 2 Action	Where there has not been a sufficient or sustained improvement in attendance Attendance standards are to be confirmed and the employee advised of the consequences of not achieving those standards.	To review all the medical evidence and to work with the employee and her/his medical advisers, to try and promote a timely and effective return to work allowing for either adjustments within the original role or redeployment to another post.
Stage 3 Meeting	Where the employee has failed to achieve the standards of attendance required, to dismiss the employee. (Statutory definition – some other substantial reason, the employee has proven unable to maintain an acceptable level of attendance).	If the employee is either not likely to return to work within an acceptable time scale, because of their ill health, or where they may be able to return but the Council is unable to make adjustments or find redeployment, and ill health retirement is not a possibility, the employee be dismissed. (Statutory definition – capability, the employee is incapable of fulfilling the duties of their role because of their ill health).

SICKNESS ABSENCE REASON CODES

1. Arthritis
2. Back pain/ Musculo-skeletal
3. Cancer
4. Chest Infection/ Respiratory
5. Cold/ Flu
6. Diabetes / Thyroid / Epilepsy related
7. Ear, Nose, Throat or Mouth
8. Eye related
9. Fracture/ Dislocation
10. Gynaecological
11. Heart / Blood disorders
12. Industrial Injury
13. Kidney/ Liver
14. Mental Health / Neurological disorders
15. Migraine/ Headache
16. Pregnancy related
17. Operation / Post Operative/ Tests / Treatment
18. Skin disorders
19. Stomach Upset/ Diarrhoea
20. Stress/ Depression/ Anxiety
21. Third Party Accident
22. Viral Infection/ Fever

CONFIDENTIAL

Solihull Metropolitan Borough Council
REDEPLOYMENT FORM

PERSONAL DETAILS (Block Letters Please)

Surname:		First Names:	
Title:			
Address:			
Telephone No. (Daytime):		(Evening)	(Mobile)
Email address:			
Are you interested in and able to comply with the requirements of a driving job? Y/N			
Or a job which includes driving? Y/N			

Present Job:

Directorate:

Using your experience to date (both inside and outside the work place) please indicate your skills and abilities. This information will be used to match your skills and experience to current vacancies.

Skills

Knowledge:

Experience:

QUALIFICATIONS

Qualifications Obtained

[Empty box for recording qualifications]

TRAINING AND DEVELOPMENT RECORD

Please detail any recent relevant training (including Continuous Professional Development) you have undertaken.

[Empty box for recording training and development]

TYPES OF WORK AND JOBS YOU WISH TO BE CONSIDERED FOR

ARE THERE ANY OTHER FACTORS WHICH YOU WISH TO BE TAKEN INTO ACCOUNT?

e.g. are there any locations at which you would not wish to work; specific working patterns (ie part time, term time only etc.,) do you need any specific aids/adaptations to carry out tasks because of a disability? (Please include any limitations caused by your medical condition, e.g. unable to stand for long periods, no manual work etc.)

Signature

PRIVATE AND CONFIDENTIAL

**SOLIHULL METROPOLITAN BOROUGH COUNCIL
OCCUPATIONAL HEALTH REFERRAL FORM**

From:		Tel:	
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To:	Occupational Health & Counselling Service, Customer & Workforce Services Directorate, Christchurch House Annexe, Greyfriars Lane, Coventry, CV1 2GY ohc@coventry.gov.uk
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PERSONAL DETAILS OF EMPLOYEE			
Full Name:			
Previous Surname(s):			
Date of Birth:		Employee No:	
Job Title:			
Home Address:	<i>Please complete 1 or 2 below and 3:</i>		
	1.	Directorate:	
		Service Area:	
		Line Manager:	
Home Tel. No.	2.	School/Academy:	
Work Tel. No.		Head Teacher:	
	3.	HR Advisor:	
Name and Address of GP:			

EMPLOYMENT DETAILS
Permanent / Temporary / Full-Time / Part-Time / Casual / Relief / Term-Time Only <i>(Delete as appropriate)</i>
No. of hours worked per week: <input type="text"/>
Job Summary
Please provide a summary of the main duties of the job. Does the job involve any special features or hazards, i.e., shift work, lifting, working with chemicals? <i>(Continue on a separate sheet if necessary)</i>

WORK-RELATED ILL-HEALTH REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURENCES REGULATIONS 1995
To ensure the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are met, please use this form to refer employees suspected of suffering from work-related ill-health, whether or not it has resulted in sickness absence, including repetitive strain and vibration injuries.

REASONS FOR REFERRAL	√ as appropriate
Frequent short-term sickness absence	
Sickness absence of 30 days or more (long term)	
Health problem(s) that could affect health and safety at work	
Imminent return to work following sickness	
Stress related absence	
Early referral 'musculoskeletal' absence	

ATTENDANCE / SICKNESS ABSENCE RECORD <i>(Please attach a separate sheet)</i>
Please provide background information including any support the employee has received.

RELEVANT INFORMATION / SPECIFIC QUESTIONS		√
<i>Please place a √ next to the relevant question(s)</i>		
1.	Intermittent short-term absence: is there any ongoing, underlying medical problem?	
2.	Long-term absence: how long will the health problem cause incapacity?	
3.	Is there a component of the job that the individual is not fit to do?	
4.	Is there anything in the working environment which is affecting the health of the employee?	
5.	Is there anything that can be done to improve attendance, i.e. temporary/permanent modifications?	
6.	Would medical redeployment be appropriate at this time?	
7.	Would ill health retirement be appropriate at this time?	
8.	Are there any reasonable adjustments that need to be made, taking account of their medical condition?	
9.	Is an Advanced Statement required for this individual (diagnosed mental health issues only)?	
10.	From a medical point of view, could the condition come within the definition of a disability under the Equality Act 2012?	

This referral was discussed between the Line Manager / Head Teacher and employee on:	/ /
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You should be aware that additional fees may be incurred if a medical report or private consultation is needed.

A copy of this referral form must be copied to your Human Resources Adviser at the time of forwarding to Occupational Health.

DATA PROTECTION
All information supplied on this form may be held and used for the purpose required to process this assessment and for inclusion in anonymous statistics for audit purposes.

Name:	
Designation:	Date: / /

Employee Assistance Programme

The Employee Assistance Programme (EAP) is available to all Council employees. This is a confidential facility that will provide information, expert advice and specialist counselling by telephone 24 hours a day, 7 days a week.

The Confidential Care service by CiC

As of the 2nd September 2013 the employee support helpline will be run by an organisation called CiC. The service is known as 'Confidential Care'.

Confidential Care gives the employee, their partner and dependent members of the household a place to turn for support any time of day or night, 365 days a year. Support is available for whatever issues they might be facing, personal or work-related, including stress, depression, marriage and relationship issues, legal concerns, coping with change, parenting issues, financial problems and much more.

How does it work?

Simply call the freephone number. No appointment is necessary. Experienced, professional counsellors are available and can determine appropriate resources, and help with the next steps. There is access to professional support services offering emotional, psychological and practical help, including information and advice teams who can offer support over a wide range of personal and work-related issues.

Is this free?

Yes, this service is provided to employees by SMBC. Everything is completely confidential,

How do you contact CiC?

Telephone: 0800 085 1376

Or access through the internet by visiting www.well-online.co.uk, just log in using

username: 'sbclogin'

password: 'wellbeing' (all lower case).

The Online service offers a range of support including videos, a wide selection of help sheets and articles written on relevant topics CiC update these resources at least once a month.