

OADBY & WIGSTON BOROUGH COUNCIL

Sickness Absence Management Policy and Procedure 2017



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Oadby & Wigston
BOROUGH COUNCIL

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1.0 Background

Oadby and Wigston Borough Council (“the Council”) is committed to ensuring equality and diversity across the organisation. It will ensure that it supports the employees covered by this policy and procedure not only by complying with its statutory obligations, but also by being a supportive employer who recognises the importance of managing sickness absence fairly and consistently. The Council encourages open discussion with employees to ensure that questions and problems can be resolved as quickly as possible.

2.0 Purpose

This policy sets out the procedures for reporting, recording and managing both short and long-term sickness absence in a fair and consistent manner. It sets out the roles and responsibilities of those Officers who play a part in ensuring its effective delivery; the employee, Human Resources team, and line manager.

3.0 Scope of this Policy

This policy applies to all employees of the Council. It does not apply to contractors or agency workers.

Unless otherwise locally agreed, the Council will adhere to the National Joint Council's Green Book.

The Policy may be overridden by changes to relevant legislation (where applicable).

At every stage of this process, the employee will be afforded the opportunity to put forward their reasons for absence and any mitigating circumstances they wish to be considered. The line manager will then decide the outcome of the meeting in accordance with this policy and procedure including any reasonable adjustments/support based on the sickness absence level and what they have heard during the meeting.

Employees have the right to appeal any warning issued or dismissal from their employment resulting from this policy and procedure; please refer to the Appeals Process at section 14 for details.

Only in exceptional circumstances, which includes but is not limited to personal tragedy; bereavement; planned operations; line managers (or other designated persons) may opt out of all or parts of this policy and procedure for managing an employee's sickness absence. Compassionate or unpaid leave may be granted under those circumstances or absence may be discounted for the purpose of sickness triggers. A line manager (or other designated person) considering allowing an exemption should first consult with the Human Resources team.

4.0 Glossary

Below is a list of terms used within this policy and procedure.

Term	Definition
7th day of absence	7 days from the start of absence, including the first day of absence and any non-working days
Adjusted Sickness Trigger	These are increased targets as a reasonable adjustment to disability related absence
Colleague	Another employee of the Council who does not fall into the category of 'Line Manager' or 'Other designated person' as set out in this policy
Disability	Defined by the Equality Act 2010, a person has a disability if he or she "has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on [his or her] ability to carry out normal day-to-day activities"
Improvement Notices	This will be a target or set of targets over a fixed period of time to improve sickness absence
Fit note (formerly known as a sick note)	A statement from the employee's GP noting reasons for absence and likely return to work date and/or any reasonable adjustments required
Line Manager	The employee's usual line manager
Long-term absence	Absences for periods exceeding 4 weeks
Occupational Health	A group of independent health advisors used by the Council to assess an employee's health and well-being
OSP	Occupational Sick Pay
Other designated person	An employee's supervisor/team leader/foreman or a member of the Human Resources team
RTW	Return to Work
Short-term absence	Absences for periods of less than 4 weeks
Sickness Review Meeting (SRM)	A meeting held with the employee whilst the employee is absent to establish support and the likely return to work date
Sickness Triggers	A sickness trigger is a measure of the number of occurrences of absence within a defined period which if reached will result in the formal process commencing as outlined in this policy
Sickness Trigger Meeting	A meeting that is held once an employee's absence has met a sickness trigger under this policy and procedure
SSP	Statutory Sick Pay
Usual Start Time	<p>This is the time the employee would ordinarily start work e.g. an employee who normally starts between 9:00 a.m. and 10:00 a.m., would be expected to call between 10:00 a.m. and 11:00 a.m.</p> <p>For those employee's required to work fixed shifts, this is the shift start time.</p> <p>Out of hours arrangements are dealt with locally – see Section 5.1 for details.</p>
Warning	This can consist of a written or final written warning

5.0 Notification of Absence

Employees must give notification of their absence by telephone within 1 hour of their usual start time. Sufficient notice should be given where there are planned meetings, appointments or deadlines looming and by no later than 1 hour after the employee's usual start time.

A telephone call should be made by the employee to their line manager where possible.

Other designated person: In the absence of the employee's line manager, the employee should speak to their supervisor/team leader/foreman/senior. Where this is not possible, the employee must contact a member of the Human Resources team.

The employee must not contact a colleague to report sickness absence or ask for a message to be passed on, nor leave a voicemail for their line manager or other designated person. Direct contact must be made with the employee's line manager or other designated person as listed above.

No other form of contact is acceptable (not limited to text messaging, social media, email, written or other form of communication) save for exceptional circumstances where the employee is unable to speak. In these circumstances, the employee must elect another person to call on their behalf where possible.

The employee must notify the line manager (or other designated person) of:

- Their reasons for absence
- Their likely return to work date
- For stress-related absence, whether this is work-related
- Any outstanding diary commitments for the foreseeable period of absence
- Any outstanding deadlines due within the foreseeable period of absence

5.1 Out of Hours

Employees who work outside of normal working hours (before 8:30 a.m. or after 5:00 p.m. Mondays to Thursdays and after 4:30 p.m. on Fridays) should adhere to the local arrangements within their department for the notification of sickness absence.

5.2 7th Day of Absence

The employee must notify their line manager (or other designated person) on or near to the 7th day of absence of their likely return to work date and provide a valid fit note from the 8th day of absence where applicable. The 8th day is calculated by actual days, not working days.

6.0 Long-term Absence

This applies to sickness absence that exceeds or is likely to exceed a period of 4 weeks (regardless of the number of hours you are contracted to work within that 4-week period).

Sickness review meetings will be undertaken for long-term absences or recurring periods of absence for the same reason.

The frequency of meetings will be determined by the reasons for absence but where appropriate will be no less than one meeting within each 4 weekly period of absence.

The meetings will be carried out by the employees line manager (or other designated person) and a Human Resources representative.

The purpose of the meeting will be to identify any support the Council can offer including any reasonable adjustments, and any steps the employee can take to facilitate an earlier return to work. At this point a referral to Occupational Health may be considered (see Referral to Occupational Health at section 7 for details).

For long-term absence where an employee has reached the limit of their entitlement to full Occupational Sick Pay, the formal process of managing sickness absence will be invoked. See Stage 2 – Formal Process at 11.2 for more information.

7.0 Referral to Occupational Health

An employee may be referred to Occupational Health for further advice on their medical condition and likely return to work date, including any reasonable adjustments/support required to facilitate an earlier return to work.

Usually for sickness absences exceeding or likely to exceed 4 weeks, however the following are examples of absences that may be an exception to this rule:

- Fractures/broken bones that are healing normally without complications
- Operations or medical procedures where there are no complications
- Employee's receiving chemotherapy and/or radiotherapy
- Sickness absence relating to personal stress/anxiety
- Imminent consultant referral
- Previous Occupational Health report(s) relating to the same absence provides no further referral is required

Please note that where there is a positive recommendation from Occupational Health for an employee to return to work and this is not supported or endorsed by the GP then medical reports will be sought from the GP (subject to the employee's consent) and an expert opinion may be sought.

8.0 Returning to Work

Employees should notify their line manager of the date they will be returning, prior to their return to work.

The line manager (or other designated person in the line manager's absence) will undertake a Return to Work Meeting (Appendix X) on the same day the employee returns where possible.

8.1 Informal Sickness Trigger Meeting

Where the line manager has identified that an employee has met a sickness trigger and there are no existing improvement notices or warnings on file, an informal sickness trigger meeting will be undertaken at the same time as the return to work meeting where possible. See 'Sickness Triggers' at section 9 for more information.

8.2 Existing Warnings/Improvement Notices on file

If there is an existing improvement notice or warning on file, the employee will be dealt with under the next stage of the Managing Sickness Absence Procedure. See Stage 2 – Formal Process at 11.2 for more information.

9.0 Sickness Triggers

Periods of absence that will trigger this policy are set out below:

- 3 or more periods of absence within a rolling 12 month period
- 10 or more days absence within a rolling 12 month period

Where it has been identified that an employee has met a sickness trigger, the line manager (or other designated person in their absence) should invoke the Managing Sickness Absence Procedure set out below.

Additional allowances are set for those absences relating to disability before a trigger is met. Please refer to the Disability Related Absence section (section 10) for details.

10.0 Disability Related Absence

The Equality Act 2010 makes it unlawful to discriminate against an individual on the grounds of his or her disability. This also applies to employees who become disabled during their employment.

Defined by the Equality Act 2010, a person has a disability if he or she "has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on [his or her] ability to carry out normal day-to-day activities".

10.1 Adjusted Sickness Triggers

If sickness absence is related to a disability, the Council has a duty under the Equality Act 2010 to make reasonable adjustments including (but not limited to) an increase in sickness absence triggers as follows:

- 5 periods of absence within a rolling 12 month period

- 15 or more days absence within a rolling 12 month period

In addition to these triggers and when considering reasonable adjustments in respect of an employee's disability, the Council will generally be guided by recommendations from its Occupational Health provider. Each case will be dealt with on its own merit and the reasonable adjustment(s) will apply only to the disabled employee unless otherwise agreed.

Where there is a combination of disability related absence and absences that are unrelated to a person's disability, the above Disability Related Absence triggers will apply.

The Managing Sickness Absence Procedure will be invoked once one or more of the above sickness absence triggers has been met.

In instances where the employee's attendance has met or exceeded the above trigger points and/or they are unable to return to work following long term sickness absence and no reasonable adjustments or redeployment are possible, the employee will be invited to a Stage 3 Absence Management Hearing. Please see Stage 3 – Final Formal Process for details.

10.2 Absences unrelated to disability

Where all absences within a rolling 12 month period are unrelated to a person's disability, normal sickness triggers will apply. See Sickness Triggers at section 9 for more information.

11.0 Managing Sickness Absence Procedure

11.1 Stage 1 - Informal Sickness Trigger Meeting

This stage will only be considered where there are no existing warnings/improvements notices on file.

The employee does not have the right to be accompanied by a trade union representative or workplace colleague at this stage; however the employee can request to be accompanied if they wish. The meeting will be postponed for up to 5 working days whilst the employee secures suitable representation. If suitable representation is not sourced/ arranged within that time, the meeting will be held in the absence of representation.

The options at this stage are:

- No further action – the process will restart if any sickness trigger is met in the future
- Referral to Occupational Health (where further medical opinion/advice is required) – this can be combined with another outcome (See Referral to Occupational Health at section 7 for more details)
- Informal Improvement Notice

11.1.1 Informal Improvement Notice

Where an Informal Improvement Notice is issued, the employee will be required to meet the target of no further absence within an 8 week period.

11.1.2 Informal Improvement Notice Review

At the end of the 8 week period (or sooner where further absence occurs), the employee will be invited to a review meeting with their line manager (or other designated person in the line manager's absence) to assess the employee's progress.

If no further absence has occurred within the 8 week period, the review period will end. However the Improvement Notice will remain on file for a further 6 months.

Absences that occur within the 6 month period following satisfactory completion of the Informal Improvement Notice, may automatically progress to Stage 2 – Formal Process.

Where further absence occurs within the 8 week Informal Improvement Notice period, the review meeting will be held within 5 days of the employees return to work. The review meeting can be held at the same time as the return to work meeting.

The employee will be informed at the review meeting that the matter will progress to Stage 2 – Formal Process due to the employee not meeting the target set at the informal stage.

11.2 Stage 2 – Formal Process

Employees will be given no less than 5 working days notice of a Stage 2 Absence Management meeting and will be entitled to be accompanied by a trade union representative or workplace colleague.

The meeting will be conducted by the employee's line manager (or other designated person in the line manager's absence) in the presence of a member of the Human Resources team who will take notes at the meeting.

The options at this stage are:

- Referral to Occupational Health (if not previously exhausted) – this can be combined with another outcome (See Referral to Occupational Health at section 7 for more details)
- Written warning
- Formal Improvement Notice

11.2.1 Written Warning

A written warning will be live for a period of 6 months and will remain on file for a further 6 months. Further absence within this period may automatically invoke Stage 3 – Formal Process.

11.2.2 Formal Improvement Notice

Where a Formal Improvement Notice is issued, the employee will be required to meet the target of no more than 1 occasion or 3 days of absence within a 4 month period. This will remain on file for a further 6 months.

11.2.3 Formal Improvement Notice Review

At the end of the 4 month period (or sooner where further absence occurs), the employee will be invited to a review meeting with their line manager (or other designated person in the line manager's absence) to assess the employee's progress. The employee is entitled to be accompanied at the review meeting by a trade union representative or workplace colleague.

If no further absence has occurred within the 4 month timeframe, the review period will end. However the Formal Improvement Notice will remain on file for a further 6 months.

Absences that occur within the 6 month period following satisfactory completion of the Formal Improvement Notice, may automatically progress to Stage 3 – Formal Process.

Where further absence occurs within the 4 month Formal Improvement Notice period, the employee will be invited to attend a review meeting allowing at least 5 days notice. The employee is entitled to be accompanied at the review meeting by a trade union representative or workplace colleague.

The employee will be informed at the review meeting that the matter will progress to Stage 3 – Formal Process owing to the employee being unable to meet the target set at the informal stage.

11.3 Stage 3 – Final Formal Process

The final formal stage in this procedure is to hold an Absence Management Hearing.

11.3.1 Continuing Long-Term Absence where full Occupational Sick Pay is exhausted

Where an employee's absence has caused them to reach the limit of their entitlement to full Occupational Sick Pay, the final formal process of this policy and procedure will automatically be invoked, even where sickness absence continues. This will apply in cases where a foreseeable return to work date within a reasonable period is unknown.

A referral to Occupational Health is required in these circumstances, if this option has not already been exhausted (see Section 7 of this policy and procedure).

11.3.2 Absent Management Hearing

Employees will be issued with a report containing all documentary evidence relative to this period of absence, including notes from previous meetings.

Employees will then be given no less than 5 working days notice of a Stage 3 Absence Management Hearing following receipt of the aforementioned report. Employees will be entitled to representation by a trade union representative or workplace colleague at the Hearing.

The Absence Management Hearing will be conducted by a Panel of two separate independent line managers and a member of the Human Resources team, who will also take notes of the meeting.

The options at this stage are:

- Final written warning
- Dismissal
- Extension to previous Formal Improvement Notice/Stage 3 Final Improvement Notice (in exceptional circumstances only)

11.3.3 Final written warning

A final written warning will be live on an employee's file for 6 months and will remain on file for a further 6 months. Further absence within this period will invoke a further Absence Management Hearing where it is likely the employee will be dismissed, provided all avenues of reasonable support have been exhausted.

11.3.4 Extension to previous Formal Improvement Notice/Stage 3 Final Improvement Notice (in exceptional circumstances only)

In exceptional circumstances, the Panel may decide that it is appropriate to extend the employee's existing Formal Improvement Notice after hearing the employee's reasons for absence and any mitigating circumstances, and after considering the evidence presented to them.

The period of extension shall not exceed 2 months.

Where there is no existing Formal Improvement Notice on file (i.e. only warnings have been issued previously) and further absence has occurred due to exceptional circumstances, the Panel may implement a Stage 3 Final Improvement Notice for a period of 2 months.

The target for this period should be: No further absence within a 2 month period.

If an employee fails to meet the targets set by the extended Formal Improvement Notice/Final Improvement Notice, a further Absence Management Hearing will be held where it is likely the employee will be dismissed, provided all avenues of reasonable support have been exhausted.

11.3.5 Dismissal

Where it is deemed that the employee is incapable of fulfilling the contract of employment owing to their absence levels, they will be dismissed (with the appropriate notice unless otherwise agreed). This will usually apply where there has been limited or no improvement in sickness absence levels despite the employee being afforded a reasonable opportunity to improve.

Dismissal will also be considered where the employee is unable to return to their substantive role (after all reasonable adjustments have been considered) and there are no suitable redeployment opportunities available.

12.0 Failure to attend

Where an employee is unable to attend any meeting, they must give sufficient notice outlining their reasons for non-attendance. A second meeting will be scheduled for a mutually convenient date and time.

Non-attendance at a second scheduled meeting of any sort will result in the meeting going ahead in the employee's absence.

13.0 Other Absences

13.1 Absence during Annual Leave

A fit note is required for absences that occur during an employee's annual leave and the correct reporting procedures for absence must be followed.

Annual leave cannot be reinstated for absences notified retrospectively or where the correct reporting/notification procedures have not been followed.

13.2 Accidents at Work

All accidents/incidents that occur in the workplace must be recorded, particularly where this causes or is likely to cause sickness absence. Absences of this type will not contribute to a sickness trigger.

13.3 Stress Related Absence

Employees experiencing personal stress, anxiety or depression may be supported by Human Resources and through the Employee Assistance Programme.

Employees experiencing work-related stress, anxiety or depression will be dealt with under the Council's Stress Management Policy and Procedure and may also be supported by Human Resources and through the Employee Assistance Programme.

13.4 Planned Operations

Planned operations would ordinarily be taken as sickness absence. Employee's can request to utilise annual leave or flexi-leave if they wish.

Depending on the type of operation, this absence is likely to be discounted when calculating sickness triggers and may even be exempt from this policy, subject to your line manager's discretion and in consultation with HR.

Cosmetic surgery must be taken as annual leave or flexi-leave.

13.5 Pregnancy Related Absence

Pregnancy related absence will be dealt with under the Council's Maternity Policy.

13.6 Time off for IVF

This will be dealt with under the Council's Maternity Policy.

14.0 Exclusions to Occupational Sick Pay

14.1 Occupational Sick Pay

An employee's entitlement to Occupational Sick Pay is set out in the Contract of Employment.

14.2 Absent without leave

The Council reserves the right to suspend Occupational Sick Pay for any employee who is absent without leave, up to and including the first day of absence. Where an employee fails to arrive for work and does not notify the Council of their absence, they will be deemed to be absent without leave. This also applies where an employee fails to return after a period of authorised leave (e.g. annual leave) and again fails to notify of their continuing absence.

14.3 Health Appointments

There is no right to paid time off to attend planned doctor, dentist or hospital appointments. Appointments must be made outside of working hours where possible or at a time which causes minimal disruption to the working day (e.g. lunchtime, early, late appointments, etc). Employees may be required to make up the time (this will otherwise be unpaid) or utilise the flexi-time system where applicable. Annual leave may also be used if preferred.

For consultant/hospital appointments only, there may be an exception to this rule. Where an employee is required to attend a consultant/hospital appointment more than once in any 3 month period, the employee can put in a request for this time off to be paid.

There is no automatic right to paid time off under these circumstances and each case will be considered on its own merit. Employees should send a written request to their line manager who will discuss the matter with the employee before making a decision.

Usually requests for paid time off to attend consultant/hospital appointments will relate to more serious illnesses, and it is expected that the employee makes this known to their line manager/HR to ensure appropriate support can be given.

14.4 Failure to follow the correct notification procedures (including the submission of fit notes)

In accordance with the National Joint Council's Green Book, the Council may stop Occupational Sick Pay for those employees who fail to:

1. Immediately notify of their absence as set out in this policy and procedure.

2. Contact their line manager (or other designated person) on the 7th day of absence as set out in this policy and procedure.
3. Provide a valid doctor's fit note from the 8th day of absence and subsequent fit notes (where applicable) no later than the expiry date of an existing note.

14.5 Abuse of the Council's sickness scheme

In accordance with the National Joint Council's Green Book, the Council may stop Occupational Sick Pay for any employee who:

1. Abuses the sickness scheme – this will include but is not limited to:
 - a. non-attendance to an Occupational Health referral,
 - b. non-attendance to a sickness review meeting,
 - c. non-attendance to a sickness trigger/review meeting,
 - d. non-attendance to an Absence Management Hearing,
 - e. working a second job that is similar to or the same as the employees existing role whilst absent from work,
 - f. refusal to undertake alternative work/duties within their capability to facilitate an earlier return to work.
2. Is absent on account of sickness due or attributable to deliberate conduct prejudicial to recovery.
3. The employee's own misconduct or neglect.
4. Active participation in professional sport.
5. Injury while working in the employee's own time on their own account for private gain or for another employer.

15.0 Appeals Process

An employee has the right to appeal against any warning issued (i.e. written and final written warning) and/or against dismissal from their employment.

Appeals should be made in writing to Human Resources within 5 working days of a decision. An appeal must be lodged on at least one of the following criteria:

- The sanction is disproportionate to the level or frequency of absence
- Mitigating circumstances were not reasonably considered when deciding the sanction

An appeal cannot be lodged where an employee wishes to put forward new information and/or mitigating circumstances which had not been raised during the 'Managing Sickness Absence Procedure'. It is deemed that the employee would have been given a reasonable opportunity to put forward this information and/or mitigating circumstance during this process.

For the Hearing, Human Resources will appoint two independent managers with no prior involvement in the matter to consider the grounds for appeal. A member of the Human Resources team will attend to take notes at the Appeal Hearing and to provide advice and guidance to the Panel on the policy and pertinent legislation. This will form the Panel for an Appeal Hearing.

For appeals against dismissal, the Panel will consist of 3 independent Elected Members with no prior involvement in the matter to consider the grounds for appeal. A member of the Human Resources team will attend to take notes at the Appeal Hearing and to provide advice and guidance to the Panel on the policy and pertinent legislation.

15.1 Appeals Hearing

A Hearing will be arranged as soon as is practicable following receipt of an employee's appeal, where the employee will be afforded an opportunity to put forward their case and any further documentary evidence in support of their appeal.

After considering an employee's appeal, a decision will be made by the Panel as follows:

- Appeal is unsuccessful – warning/dismissal remains in force.
- Appeal is successful – warning/dismissal is overturned.

15.2 Successful Appeal

Where an employee successfully appeals their warning/dismissal, the Appeal Panel will decide an appropriate outcome as follows:

- A lesser warning – i.e. where a final written warning has been issued, this can be reduced to a written warning. For dismissal, a final written warning should be considered.
- A final Formal Improvement Notice – Target: No further absence over a 4 month review period. This should include any appropriate support mechanisms/reasonable adjustments that have not already been exhausted.
- Referral to Occupational Health – Where this has not already been exhausted or where circumstances regarding the absence have significantly changed since the previous referral. This can be combined with another outcome.
- Redeployment – where this option has not already been exhausted and where a suitable vacancy is available.

Appendix 1: Roles and Responsibilities

The table below outlines the roles and responsibilities of those concerned by this policy and procedure:

Senior Management Team	At least one member of Senior Management Team must approve cases of dismissal arising from this policy and procedure.
Line Managers	<p>Line Managers are responsible for managing sickness absence fairly and consistently in line with this policy and procedure.</p> <p>Line Managers will conduct both the informal stage and the first part of the formal stage of this policy and procedure for their own employees.</p> <p>Line Managers will form the panel for the Absence Management Hearing and Appeals Hearing as required.</p>
Employees	<p>Employees must ensure they understand the content of this policy and procedure and co-operate fully with the sickness absence procedures; failure to do so may affect entitlement to sick pay and/or may be deemed to be misconduct and dealt with according to the Disciplinary policy and procedure.</p> <p>All employees who are unable to attend work due to sickness have a responsibility to notify their Line manager as to the nature of the sickness and anticipated length of absence.</p>
Human Resources	<p>Human Resources will provide advice and guidance on this policy and procedure and pertinent legislation.</p> <p>Human Resources will arrange a competent note taker and adviser for meetings held beyond the informal stage of this policy and procedure.</p>
Trade Union/ workplace colleague	<p>Employees have the right to be accompanied by a Trade Union representative or workplace colleague during the formal stages of this policy and procedure.</p> <p>No external representation is permitted.</p>
Elected Members	<p>Three independent Elected Members will form the Panel for the Appeal Hearing.</p> <p>They will have no prior involvement with the matter and will consider the matter independently.</p>

Corporate Resources

1. Health and Safety Officer
2. Elections Manager

Planning, Development and Regeneration

1. Planning, Development and Regeneration Manager
2. Facilities and Administration Team Leader
3. Planning Policy Team Leader
4. Planning Control Team Leader

Finance, Revenues and Benefits

1. Finance, Revenues and Benefits Manager
2. Principal Accountant
3. Accountant
4. Benefits Team Leader
5. Revenues Team Leader
6. Senior Recovery Officer
7. Senior Revenues Officer

EDOS

1. Health and Leisure Manager
2. Operations Manager
3. Fleet Manager
4. Recycling Co-ordinator
5. Waste Collection Foreman
6. Clean and Green Foreman

Community

1. Housing Services Manager
2. Property Manager
3. Environmental Health Team Leader
4. Senior Income Officer

Customer Service

1. Customer Service and Transformation Manager
2. Customer Service Team Leader
3. Customer Service Supervisor

Senior Management Team

1. Chief Executive
2. Director of Services
3. Director of Finance and Transformation

Appendix 3: Managing Sickness Absence Procedure

Employee calls in sick

Line Manager records absence within iTrent and notes whether the employee has met a sickness trigger

Sickness Review Meeting (depending on length and reasons for absence)

Employee returns to work following sickness absence

Line Manager conducts Return to Work meeting and instigates the relevant stage (below)

Stage 1 – Informal Sickness Trigger Meeting

Note: This stage should only be considered where there are no existing warnings/improvement notices on file.

Line Manager conducts Informal Sickness Trigger Meeting

Note: this meeting can be conducted at the same time as the return to work meeting.

Employee gives reasons for absence and any mitigating circumstances to be considered

Line Manager decides the outcome:

No further action – process resets

Informal Improvement Notice – see Informal Improvement Notice below

Referral to Occupational Health – can be combined with another outcome

Employee is informed of the outcome and given a copy of the meeting form

Informal Improvement Notice

Live for 8 weeks

Review meeting is held at 8 weeks or sooner if further absence occurs:

No further absence – Informal Improvement Notice remains on file for 6 months

Further absence during notice period – Move to Stage 2

Stage 2 – Formal Process

Note: This stage is considered where the employee has defaulted at the informal stage or the informal improvement notice remains on file.

Line Manager conducts Formal Sickness Trigger Meeting with HR

Employee gives reasons for absence and any mitigating circumstances to be considered

Line Manager decides outcome:

Referral to Occupational Health – can be combined with another

Written warning – live for 6m

Formal Improvement Notice – see Formal Improvement Notice

Employee is informed of the outcome and given a copy of the meeting form

Formal Improvement Notice

Live for 4 months

Review meeting is held at 4 months or sooner if further absence occurs:

No further absence – Formal Improvement Notice remains on file for 6 months

Further absence during notice period outside of target – Move to Stage 3

Stage 3 – Final Formal Process

Note: This stage is considered where the employee has defaulted at stage 2 or during the period warnings/improvement notices are on file.

Line managers must compile and send an absence report within 5 days of default/employees return to work

HR appoints a Panel

Employee is invited to attend Absence Management Hearing

Employee gives reasons for absence and any mitigating circumstances to be considered

Panel decides the outcome:

Final Written warning – live for 6 months

Dismissal - approved by SMT

Extension to/Stage 3 Formal Improvement Notice – live for 2 months Referral to Occupational Health – can be combined with another

Review meeting is held by Panel at 2 months or sooner if further absence occurs:

No further absence – on file for 6 months

Further absence during notice period – Repeat Absence Management Hearing

APPEALS – to be lodged within 5 days of the decision

There is no right to appeal at the informal stage of this process

Only available at the formal stage. Appeals against dismissals will be heard by Elected Members. All other appeals heard by 2 independent managers.

Appendix 4: Return to Work Form

Employee: Line Manager:

Job title: Section:

Absent from*: / / :
*Date and time

Absent to*: / /
*Date and time

Absence leads up to/immediately after (please tick):

No. of days absent*:
*Working days

Weekend
<input type="checkbox"/>

Annual leave
<input type="checkbox"/>

Bank holiday
<input type="checkbox"/>

Absence reason*:
*Insert from iTrent

Were the correct reporting procedures followed? Yes ☐ No ☐

If 'No', please state reason:

Absence History

Absences within the preceding 12 months:

Days
<input type="text"/>

Periods
<input type="text"/>

Existing warning/improvement notice (please tick):

Note: the most recent sanction supersedes all others

Please tick if there are no existing warnings/improvement notices and complete Part 2 of this form (overleaf): ☐

Improvement notices:

Informal ☐
Formal ☐
Extension to Formal Improvement Notice ☐
Final Formal (following appeal) ☐

Warnings:

Written ☐
Final Written ☐

Please confirm if the warning/improvement notice selected above is:

Live (within its active period) ☐ On file ☐

Date warning/improvement notice was issued / /

Overview of Return to Work Discussion

<input type="text"/>	
Meeting date:	<input type="text"/> / <input type="text"/> / <input type="text"/>

Employee		Manager Job Title:	
Signature:		Signature:	
Print name:		Print name:	

Oadby and Wigston Borough Council**PART 2 – Informal Sickness Trigger Meeting Form**

V.1 January 2017

Is the employee ok to proceed with this meeting unaccompanied? (Please Yes ☐ No ☐
tick)

If 'No', please insert rescheduled meeting date here*

(*must be within 5 days of the Return to Work meeting where possible)

__ / __ / __

Sickness Trigger

Sickness trigger(s) met within the preceding 12 months from the date of return - relating to absences as set out in the attached report (attach iTrent report).

3/5* or more periods of absence	
10/15* days or more within one period	

*Note: increased trigger applies to employees registered as disabled

Overview of Discussion**Mitigating circumstances/absences to be excluded**

	Approved by HR:

Outcome (Please tick)

No further action ☐

Referral to Occupational Health* ☐ *Note: this can be combined with another outcome

Informal Improvement Notice** ☐ Review Date: __ / __ / __

** Live for 8 weeks, on-file for 6 months
(8 weeks from date of issue)

Target (include additional support/targets as required):	Target Period:
No further absence	8 weeks

Employee		Manager	Job
		Title:	
Signature:		Signature:	
Print name:		Print name:	

Informal Review Meeting (please choose one option)

Targets completed to satisfaction ☐

OR

Date 'on-file' to: __ / __ / __

Date of meeting: __ / __ / __

Further absence during target period ☐

Absence from: __ / __ / __ to __ / __ / __

Employee		Manager Job Title:	
Signature:		Signature:	
Print name:		Print name:	