



## Shrewsbury College

<b>Policy Title</b>	<b>Sick Absence Policy</b>
<b>Policy Number</b>	<b>HRP001</b>
<b>Approved By</b>	<b>SMT/ Trade Unions</b>
<b>Author</b>	<b>Carmen Housley, HR Adviser</b>
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<b>Policy Owner</b>	<b>Donna Lucas Assistant Principal: Human Resource Development</b>
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# SICKNESS ABSENCE POLICY

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## 1. INTRODUCTION

- 1.1 The sick absence policy of Shrewsbury College of Arts and Technology (the College) is set out in this document. The processes set out in this document are mandatory and replace all previous sickness absence policies and procedures.
- 1.2 The Sickness Absence Policy is applied equally to all; none of the protected characteristic groups are disadvantaged by this policy. The purpose of this document is to:
- explain why an absence management process is necessary
  - ensure that all employees and line managers are aware of the sickness absence procedures and their obligations to follow these
  - set out the College's occupational sick pay arrangements
  - bring together in one place the guidance and forms required to enable managers to support and manage staff with short and long-term absences
- 1.3 Other policies that make reference to absences from work, and therefore may be read in conjunction with this policy are:
- Dependent Leave
  - Special Leave
  - Flexible Working
  - Adoption Leave
  - Maternity Policy
  - Paternity Policy
  - Parental Leave

## 2. WHY AN ABSENCE MANAGEMENT PROCESS IS NECESSARY

The College needs to be able to manage employees' absence, whether this is short- or long-term, both in the health interests of employees and to enable the College to run efficiently and effectively. The aim of this policy is to:

- achieve high levels of attendance through the reduction of sickness absence
- minimise disruption to College operations and additional staffing costs
- ensure a fair and consistent approach to sickness absence management
- provide support and assistance to employees to facilitate a successful return to work

## 3. EMPLOYEE RESPONSIBILITIES

- 3.1 The College has an occupational sick pay scheme (see Section 6). Occupational sick pay will only be granted where the employee complies fully with the requirements of the scheme. The reporting requirements are as follows:

### 3.2 Day 1

The employee must contact their line manager (or in their absence the Curriculum administrator) normally prior to their scheduled start time on the first day of absence, but certainly as soon as possible, and notify them:

- that they are absent through sickness
- of the specific nature of that sickness – "sick" or "ill" are not acceptable
- of when they are likely to return

so that arrangements can be made to cover the work. If the employee has reported that they will be absent, for example, for two days and the period of the absence is subsequently extended, the employee must again contact their line manager and provide a revised likely date of return.

### 3.3 Day 8

As soon as the employee knows they will be absent for more than seven continuous days (including weekends and Bank and public holidays) they must:

- contact their line manager to update them on their absence and likely return date
- obtain a Fit Note stating that the employee is not fit for work and that specifies both the nature of the illness and likely return date (if the absence is continuing)
- send the Fit Note to their line manager within 24 hours of receipt

### 3.4 Certification

An employee's sick absence is treated as continuous from the date of first absence notified by the department to HR to the day before the date of return notified by the department to HR.

Days one to seven inclusive of a period of sick absence must be covered by a self-certificate form (Annex 1), available from HR and SharePoint. This should:

- be completed by the employee
- clearly state the nature of the illness using the codes on the back of the form
- be provided to the employee's **line manager** within 24 hours of return to work

Forms may be completed electronically and are available in other formats.

Days eight onwards of a period of sick absence must be covered by a Fit Note. Fit Notes can be signed by a doctor stating that an employee is either; not fit for work or that they may be fit for work. Where a doctor signs a Fit Note stating that an employee may be fit for work the GP may offer advice such as a phased return or amended duties etc.

It will always be the aim to follow the advice offered by the GP to support employees making a successful return to work.

Where the Fit Note states that the employee is unfit to work, the note must:

- be completed by a doctor regulated by the British Medical Council
- clearly state the nature of the illness and a likely return date
- cover the whole period of the absence
- be given/sent to the employee's **line manager** within 24 hours of receipt

### 3.5 On Return to Work

Irrespective of the length of the absence, the employee will attend a return to work (RTW) interview (see 4.5 for a description of this).

## 4. LINE MANAGER RESPONSIBILITIES

### 4.1 Day 1

The line manager:

- should arrange cover where necessary
- must notify the department administrator of the employee's absence using Part One of the Sickness Absence and Return Notification form (Annex 2), available from HR and on the SharePoint

### 4.2 Day 8

If the employee has not been in contact, the line manager should contact the employee directly to ascertain the health situation and likely return date. Fit Notes should be forwarded to the department administrator as they are received from the employee.

### 4.3 Keeping in Touch

It is good practice for line managers to keep in contact with the absent employee, as research demonstrates that this helps facilitate a return to work, benefiting both employee and employer. If an employee is absent for 14 days or more the line manager should endeavour to make contact, which should be renewed at least once a month if the absence continues. Contact will primarily be by telephone. Where the absence lasts more than a month, the line manager should arrange with the employee to visit them at home, accompanied by the HR Advisor. Such visits will only take place when an appointment has been agreed with the employee, who may be accompanied as they see fit. All contact, whether by telephone, letter or in person should be sensitive, supportive and take due cognisance of the nature of the illness. The line manager should keep a brief file note of any contact made and copy this to HR for secure retention in the absent employee's personal file.

### 4.4 On Return to Work

On the employee's first day back at work the line manager must:

- ensure that the employee provides the required self-certificates and/or Fit Notes, which must cover the whole period of the absence
- hold a RTW interview with the employee (see 4.5)
- complete Part Two of the Sickness Absence and Return Notification form (Annex 2)
- send this, along with the self-certificates and/or Fit Notes, to the department administrator

### 4.5 Return to Work (RTW) Interview

Return to Work (RTW) interviews are about helping individuals to make a successful return to work. RTW interviews are not predicated on an assumption that the employee's absence has been anything other than genuine.

Disciplinary matters relating to sick absence, e.g. if there is a concern that an employee has been claiming that they have been sick when they have not, will **not** be dealt with in RTW interviews. Disciplinary matters will be dealt with in accord with the disciplinary procedure. If information comes to light during a RTW interview that indicates that disciplinary action may be appropriate, the disciplinary procedure will be invoked.

A RTW interview should be undertaken for all employees for **all** absences due to illness, irrespective of the duration. The RTW interview should be undertaken by the line manager on the employee's first day back at work. If the line manager is not available to undertake the RTW interview the second line manager should undertake this in the line manager's place. If the reasons for the employee's absence are gender-specific the employee can ask for the RTW interview to be conducted by another manager of the same sex as the employee.

### 4.6 The RTW interview provides an opportunity to:

- reassure the employee that there is a genuine interest in their health and well-being
- establish the cause of the absence and whether this is likely to reoccur
- review the potential advice given by the GP where a Fit to Work note is provided
- explore reasons for any pattern of short-term absences
- establish if any domestic or work related issues contributed to the absence and explore what support may be appropriate and available
- check that the employee is fit to return to work
- check whether the employee is taking any medication and, if so, ensure that this will not affect their work, especially if they are driving or operating machinery
- discuss any work issues, particularly where there has been a long absence and a rehabilitation programme has been, or is being, developed (see 5.8)
- where the employee has notified the College of a disability, explore any reasonable adjustments to working arrangements

- contribute towards the College satisfying its duty of care to its employees
- discuss the management of annual leave as a result of long term absence

## 5. LONG-TERM ABSENCES

5.1 Long-term absences are those that last for 28 days or more. Research indicates that the longer an employee is absent from work through illness, the less likely it is that they will return. This may not be in the interest of the employee and is not in the interest of the College. The College will thus make use, as appropriate, of both occupational health (OH) advice and rehabilitation programmes to facilitate a return to work.

### 5.2 Occupational Health

Employees absent for, or likely to be absent for, 28 days or longer may be referred for OH advice. HR will manage all referrals. HR will seek a single written consent from the employee for the:

- employee to see the OH physician
- College to release the employee's absence record for the last two years to the OH physician
- resultant OH report to be sent to HR and appropriate information (with agreement) will be shared with the employee's line manager to understand restrictions and recommendations.
- GP report

Where consent is not given the College will of necessity take action and make decisions under this policy in the absence of OH advice.

5.3 HR will provide to OH the employee's sick absence record for the past two years and ask a series of questions of the OH physician. The questions will vary from case to case, but will almost certainly ask:

- whether there is a significant underlying or chronic health problem that accounts for the absences
- when the employee should be able to return to work
- whether the employee is fit to undertake all the responsibilities of their job
- if not, over what time period they should be able to do so
- whether a rehabilitation programme is recommended and, if so, what support and assistance the College should provide to assist in the achievement of a return to full hours/duties
- whether the employee comes within the scope of the Equality Act and, if so, what reasonable adjustments may need to be made

The questions asked of OH will be copied to the employee.

5.4 The OH physician will send a report to the College once they have met with the employee. This will be copied to the employee and to their line manager. When the manager receives the advice they must consider its findings when determining any rehabilitation programme that may be necessary to facilitate a return to work

5.5 If the employee has exhausted their entitlement to occupational sick pay and/or the OH advice states either that the employee will not be returning or that it is not possible to say when the employee will return, the College will, on the advice of the Assistant Principal: Human Resource Development, write to the employee to advise them that consideration is being given to terminating their employment. The employee will be invited to a meeting at which the employee may put forward reasons why they should not have their contract of employment terminated. They have a right to be accompanied by a trade union representative or a colleague (also employed by the College) of their choice. The decision of the Assistant Principal: Human Resource Development will be issued in writing. This will take account of:

- whether adequate medical opinions have been obtained
- the likelihood of any improvement in attendance
- the impact the continued absence(s) is/are having on the College's operations and/or its employees

If an employee is on nil pay but the OH advice states that they will be able to return by a specific date, consideration will be given to keeping them employed. If the employee does not then return by the specified date, termination will then be considered as outlined above.

- 5.6 The employee will be informed of their right to appeal against the termination of their employment. The appeal must be notified to the Assistant Principal: Human Resource Development in writing within ten working days of the date of the letter of termination. The appeal will be heard by the Principal, whose decision is final.
- 5.7 At its discretion, the College will seek to supplement OH advice with advice direct from the employee's GP. Any letter to the GP will be copied to the employee.

### **Rehabilitation Programmes**

- 5.8 When an employee has been absent for a substantial period and/or has undergone an operation it may be necessary to consider a rehabilitation programme to re-introduce them back into the workplace. Any such programme should be constructed by the line manager with input from the Fit Note, HR Advisor and, ideally, with OH advice on appropriate support/assistance/reasonable adjustments and the length of the programme. Rehabilitation programmes should not exceed six weeks other than in exceptional circumstances.
- 5.9 All rehabilitation programmes will be agreed with the employee, who may be accompanied at meetings to discuss the creation of the programme by a trade union representative or a companion (employed by the College) of their choice. The rehabilitation programme should ideally be finalised before the employee returns to work but may in some cases be agreed on their return to work. The programme will be documented and copied to both the employee and HR.
- 5.10 The line manager and the employee should discuss the employee's role and, in particular, where they may have difficulties in undertaking their full hours/duties straightaway. The line manager should then outline to the employee a programme which takes into consideration the employee's individual circumstances. The programme may, for example, allow the employee to:
- return on their full working hours but with reduced responsibilities/duties, increasing over a specified timeframe
  - return on a phased basis – for instance an employee who normally works five days per week might initially work three days per week for a defined period, then work four days for a defined period, then return to working five days by a defined date
- 5.11 If an employee returns to work on the basis of fewer hours than specified in their contract or narrower/different duties than required by their job, the rehabilitation programme will clearly state by when the employee is expected to be back up to full hours/duties. If the employee's hours/duties are 'stepped-up' over time, the programme will specify what is expected at each point, and by when. Pay will be on the employee's normal contractual terms (please see section 6.3) unless a permanent change is agreed to the hours/duties, in which case the contractual arrangements will be revised accordingly.
- 5.12 If the employee has a teaching/training role, the rehabilitation programme should be constructed to ensure that the employee is ready and able to return to the classroom. For example, the programme should set out by when the employee will have developed the necessary schemes of work and lesson plans.

- 5.13 The line manager must review progress against the rehabilitation programme with the employee on a weekly basis. As appropriate, the programme may need to be amended in the light of progress made. Any changes to the programme must be recorded and copied to the employee and HR.
- 5.14 If a request to return to work on reduced hours or restricted duties is denied, the employee will be told in writing by the HR Advisor of the reasons for refusal of the request. If the employee wishes to challenge the decision, they may appeal to the Assistant Principal: Human Resource Development, in writing, within ten days of the date of the letter refusing their request. The Assistant Principal: Human Resource Development, whose decision is final, will:
- be provided with the employee's case file
  - hold an interview with the employee
  - make a decision to either allow or deny a rehabilitation programme

## **6. OCCUPATIONAL SICK PAY**

- 6.1 Occupational sick pay is granted to all employees, whether on a temporary or permanent contract, provided that the employee complies with the requirements of this policy.
- 6.2 Staff are allowed six months full pay and six months half pay. A month is a calendar month. Occupational sick pay is provided on a rolling twelve months basis. In exceptional circumstances, and at the sole discretion of the Assistant Principal: Human Resource Development, occupational sick pay may be extended beyond the above limits where, based on OH or GP advice, it is considered that the employee will return by a specified date.
- 6.3 Where an employee is on a phased return to work programme they will continue to be booked as absent for the hours in which they are not attending work. If an employee has exhausted their entitlement to 100% occupational sick pay and is, as a result, in receipt of 50% pay, whilst on a phased return to work programme they will receive 100% pay for the hours in which they attend work and 50% for those hours they do not. Similarly where an employee has exhausted all occupational sick pay entitlements and enter into a phased return to work programme, they will receive 100% pay for the hours they work and no pay for the hours they do not. A working example of this has been given in Annex 6.

Circumstances around any reduction in pay may be discussed on a case by case basis.

## **6.4 Annual Leave**

Where an employee is absent due to sickness, statutory annual leave accrues in accordance with the requirements of the Working Time Regulations, on a pro rata basis. In these circumstances the employee is allowed to carry over accrued days into the next leave year, where it is not possible to use it in the current year. Rolled over leave may, at the College's discretion, be spread over a number of subsequent years. During any period of sick absence the employee must remain contactable by the College and must not leave the UK without the permission of their line manager.

Where an employee is unable to take annual leave, pre-booked or otherwise, or they become incapacitated whilst on leave, they should seek the advice of their line manager and/or Human Resources regarding their annual leave entitlement.

## 6.5 Accident Absence

No occupational sick pay shall be paid where the absence is associated with a non-work accident arising from active participation in sport as a profession.

An employee who is absent as the result of an accident may not be eligible to receive occupational sick pay if damages might be receivable from a third party. The employee must notify HR of this fact immediately. The College will pay the employee occupational sick pay subject to the employee signing an undertaking to the effect that the total amount of occupational sick pay will be refunded from any damages received which are due to loss of earnings, from a third party, and that where these damages are less than the occupational sick pay, the full value of these damages will be remitted to the College. Where a full refund is provided, the absence will not be recorded as sick absence. Where a partial refund is provided, the relevant pro rata absence will be recorded as authorised, unpaid sick absence.

## 6.6 Termination of Occupational Sick Pay

If it becomes apparent that an employee may have failed to comply with any requirement under this policy, or the employee is guilty of conduct that might prejudice recovery, the payment of occupational sick pay may be terminated until the College is content that the requirements of the scheme are being met. Reasons which may invoke the termination of occupational sick pay include but are not limited to:

- failure to notify absence in accordance with the requirements set out at Section 3
- failure to provide appropriate self-certificates/Fit Notes in accordance with the requirements set out at Section 3
- reporting absence for a false reason
- undertaking employment whilst on sickness absence

6.7 In these circumstances the College will inform the employee for the reasons of occupational sick pay termination and invite them to a meeting (usually with their line manager) to discuss this. Five working days written notice will be given and the employee will be reminded of their right to be accompanied by a trade union representative or a companion (employed by the College) of their choice. The employee will be given the opportunity to put their case forward. If the line manager decides that the employee has failed to fulfil the requirements of the scheme or they are guilty of conduct prejudicial to recovery then no further payments will be made in respect of that period of absence, at the discretion of the Assistant Principal: Human Resource Development.

Employees have a right to appeal against such a decision. The appeal must be notified to the Assistant Principal: Human Resource Development in writing within ten working days of the date of the letter terminating payment of occupational sick pay. The appeal will be heard by the Principal, whose decision is final, and who will:

- be provided with the employee's case file
- hold an interview with the employee
- make a decision to either confirm the termination of sick pay or reinstate this

The same rights of representation apply at this stage as at the first.

Employees who the College believes have defrauded the sick pay scheme set out in this policy will be subject to disciplinary action.

## **7. ABSENCE MANAGEMENT AND WARNING PROCESS**

### **7.1 Stage 1**

HR will report to line managers on a monthly basis on employees reported to have:

- a regular pattern of absence, e.g. on a particular day of the week or in correlation with other events
- had four or more periods of absence of any duration in any period of 12 weeks
- had ten days of absence in total in any period of 12 weeks, e.g. two spells of five days

using Part One of the Notification of Absence Concern form (Annex 3).

7.2 Following receipt of the above information, the line manager will invite the individual to an interview to discuss their attendance record using the model letter at Annex 4. The employee may, if they choose, be accompanied by a trade union representative or a companion also employed by the College.

7.3 During the meeting, the line manager should:

- make the employee aware that their absence record is giving cause for concern
- allow the employee to provide an explanation for the absences and set out why they should not be given a warning.
- seek to determine whether there is an underlying medical condition giving rise to the absences and, if so, advise the employee to seek proper medical attention
- discuss with the employee support or assistance (or, in the case of employees who notify the College of a disability, reasonable adjustments) that may help the employee to maintain a satisfactory attendance record
- as appropriate, make the employee aware of the College's Confidential Counselling Service (information on which is available from HR)

7.4 After the meeting, the line manager should determine whether it is appropriate to issue a Stage 1 warning to the effect that, if the attendance record continues to be a cause for concern (as set out at 7.5), the College will proceed to Stage 2 of the absence management process. The warning should be issued in the format set out at Annex 5, and copied to HR. The line manager should complete Part Two of the Notification of Absence Concern form, whether a warning is given or not, and return this to HR. HR will retain all documentation in the employee's personal file. Where it is agreed that the College will take specific supporting, assisting or adjusting actions, the line manager should follow these up to ensure that they are enacted.

### **7.5 Stage 2**

Where an employee has been given a Stage 1 warning, HR will report to the line manager if the employee has:

- a continuing regular pattern of absence, e.g. on a particular day of the week or in correlation with other events
- had four or more further periods of absence of any duration in any period of 12 weeks
- had ten further days of absence in total in any period of 12 weeks

using Part One of the Notification of Absence Concern form (Annex 3).

7.6 At the same time, HR will offer the employee an appointment with the College's OH advisors if this has not already been done (see 5.2) unless it is deemed inappropriate to do so. The OH report will be copied, in confidence, to the employee and, if permission has been given, to their line manager. Any particularly sensitive data may be removed by HR prior to the report being forwarded to the line manager.

- 7.7 Following receipt of the above information, the line manager will write to the employee, using the model letter annex 4, to invite them to an interview to discuss their attendance record and the OH report. The employee may, if they choose, be accompanied by a trade union representative or a companion also employed by the College.
- 7.8 During the meeting, the line manager should:
- make the employee aware that their absence record is continuing to give cause for concern
  - advise the employee that, if the absence record continues to be unsatisfactory, affecting the fulfilment of the contract of employment and/or detrimentally affecting either the Colleges' operations or the employee's colleagues, the College will proceed to stage 3 of the absence management process and, therein, give consideration to termination of employment
  - allow the employee to provide an explanation for the absences and set out why they should not be given a warning
  - explore the OH findings with the individual, where applicable:
    - advise the employee to seek proper medical attention where the findings indicate an underlying medical condition
    - clarify why the absences occurred where the findings do not indicate an underlying medical condition
  - discuss with the employee support or assistance (or, in the case of employees who notify the College of a disability, reasonable adjustments) that may help the employee to maintain a satisfactory attendance record
  - as appropriate, make the employee aware of the College's Confidential Counselling Service (information on which is available from HR)
- 7.9 After the meeting, the line manager should determine whether it is appropriate to issue a Stage 2 warning to the effect that, if the attendance record continues to be a cause for concern (as set out at 7.10), the College will proceed to Stage 3 of the absence management process and, therein, give consideration to termination of employment. The warning should be issued in the format set out at Annex 5, and copied to HR. The line manager should complete Part Two of the Notification of Absence Concern form, whether a warning is given or not, and return this to HR. HR will retain all documentation in the employee's personal file. Where it is agreed that the College will take specific supporting, assisting or adjusting actions, the line manager should follow these up to ensure that they are enacted.
- 7.10 **Stage 3**
- Where an employee is given a Stage 2 warning, HR will report to the line manager if the employee has:
- a regular pattern of absence, e.g. on a particular day of the week or in correlation with other events
  - had four or more further periods of absence of any duration in any period of 12 weeks
  - had ten further days of absence in total in any period of 12 weeks from the date of the Stage 2 warning using Part One of the Notification of Absence Concern form (Annex 3).
- 7.11 At the same time, HR will make arrangements for the employee to be offered an appointment with the College's occupational health (OH) advisors, unless it is deemed inappropriate where it is thought necessary to obtain updated OH advice (see 5.2). The OH report will be copied, in confidence, to the employee and, if permission has been given, appropriate information will be shared with the line manager to understand restrictions and recommendations.
- 7.12 Following receipt of the above information, the line manager will write to the employee, using the model letter at Annex 4, to invite them to an interview to discuss their attendance record and the OH report. The employee may, if they choose, be accompanied by a trade union representative or a companion also employed by the College.

- 7.13 During the meeting, the line manager should:
- make the employee aware that their absence record is continuing to give cause for concern
  - advise the employee that consideration is being given to termination of employment because their absences are (as appropriate) seriously affecting their fulfillment of the contract of employment and/or detrimentally affecting either the College's operations or the employee's colleagues
  - allow the employee to provide an explanation for the absences
  - ask the employee to set out their reasons why the College should not terminate their employment

7.14 After the meeting, the line manager should determine whether it may be appropriate to terminate employment or issue a Stage 3 warning to the effect that, if their attendance record continues to be a cause for concern (as set out at 7.10), the College will repeat Stage 3 of the absence management process and, therein, give consideration to termination of employment. Where it is decided that termination of employment is not appropriate, the line manager should issue a Stage 3 warning. The warning should be issued in the format set out at Annex 5, and copied to HR. The line manager should complete Part Two of the Notification of Absence Concern form, whether a warning is given or employment is recommended for termination, and return this to HR. HR will retain all documentation in the employee's personal file.

7.15 If the line manager decides that termination of employment may be appropriate, taking account of:

- previous warnings given
- whether adequate medical opinions have been obtained
- the likelihood of any improvement in attendance
- the impact the absence(s) is/are having on the College's operations and/or its employees

the line manager must discuss this with the Assistant Principal: Human Resource Development. If the Assistant Principal: Human Resource Development is content that this course of action is appropriate, HR will arrange for the employee to be sent a termination of employment notice.

The employee will be informed of their right to appeal against the termination of their employment. The appeal must be notified to the Assistant Principal: Human Resource Development in writing within ten working days of the date of the letter of termination. The appeal will be heard by the Principal, whose decision is final, and who will:

- be provided with the employee's case file
- hold an interview with the employee
- make a decision to either confirm the dismissal or issue a Stage 3 warning

#### 7.16 **Underpinning Principles**

- absences due to pregnancy-related illness or a recognised disability are not counted towards the concern/warning triggers
- invitations to attend meetings should be issued in writing no less than five working days ahead of the meeting date
- employees have a right to be accompanied at meetings by a trade union representative or companion (employed by the College)
- where a warning at a higher level is not given, the employee remains at the next lowest warning level, e.g. an employee who is being considered for a Stage 2 warning but is not awarded this will remain at the level of a Stage 1 warning

**8. ILL HEALTH RETIREMENT**

Employees who are in the Local Government Pension Scheme or Teachers Pension Scheme may, where medical opinion is that they are unlikely to return to work in the foreseeable future, **apply** for an ill health retirement. The College will first ask Occupational Health whether the employee is regarded as permanently incapacitated on the grounds of ill health from carrying out their specific job or any comparable job.

Where OH indicates that the employee is regarded as incapacitated on the grounds of ill health the OH physician will, in order to comply with the *Pensions Regulations April 2002*, seek an independent medical practitioner’s opinion on whether the employee is permanently incapacitated within the LGPS or Teachers Pensions Scheme criteria. If the independent medical practitioner determines that this is the case, they will provide the necessary medical certificate. The employing department will then make a decision in relation to the employee’s continuing employment, the final decision resting with the Assistant Principal: Human Resource Development.

**9.0 EQUALITY AND DIVERSITY POLICY OF THE COLLEGE**

This Policy has been subject to an Equality and Diversity Impact Assessment. All individuals will be treated equally and fairly in the application of this Policy. All reasonable requests to accommodate requirements in terms race, age and disability will be accommodated, as long as it is practicable to do so.

Agreed by:

\_\_\_\_\_ Donna Lucas, Assistant Principal - Human Resource Development

\_\_\_\_\_ Matthew Wood, UCU

\_\_\_\_\_ David Paterson, UNISON

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Date: 03 October 2012

Annex 1

**SHREWSBURY COLLEGE OF ARTS AND TECHNOLOGY  
HUMAN RESOURCES POLICY AND PRACTICE**



**SICKNESS ABSENCE SELF-CERTIFICATE**

If you are absent through illness for seven days or less, including weekends, you must:

- complete this form IN FULL on your first day back
- tick (✓) only one box overleaf to record the reason for the sick absence
- give this form to your line manager within 24 hours of your return to work

If you are absent through illness for eight day or more, you must:

- get a statement from a doctor regulated by the British Medical Council
- ensure that the statement clearly states the nature of the illness and a likely return date (if the absence is continuing)
- ensure that the statement covers the whole period of the absence
- give/send the statement to your line manager within 24 hours of receipt

If you go into hospital, you must:

- supply a doctor's statement on admission and on discharge
- give/send these statements to your line manager within 24 hours of receipt

You will not be paid for periods of illness if these rules are not complied with.

Employee Surname	<input type="text"/>	Employee Forename(s)	<input type="text"/>
Department/ Team	<input type="text"/>		
Payroll Number (from payslip)	<input type="text"/>	Was your sickness absence caused by an accident at work?	<input type="text" value="YES/NO"/>
Date of the first day you were absent	<input type="text"/>	Date you last attended work	<input type="text"/>
If you worked part of a day on your last date of attendance, time you left work	<input type="text"/>	Date you returned to work	<input type="text"/>

The details given above and overleaf are an accurate and complete statement. I request that this absence to be treated as sickness absence. I understand that false reporting may result in disciplinary action being taken against me for fraud.

Signature	<input type="text"/>	Date	<input type="text"/>
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**Don't forget to tick (✓) only one box overleaf to state the nature of your sickness.**

Minor Illness		
01	Cold	
02	Flu	
03	Headache	
04	Earache	
05	Migraine	
06	Stomach bug	
07	Virus	
08	Sore throat/tonsillitis	
09	Ear infection	
10	Laryngitis	
11	Sinusitis	
50	Corneal ulcer	
51	Leg ulcer	
52	Mouth ulcer	
90	Allergy/allergic reaction	
91	Hay fever	
95	Toothache	
96	Tooth extraction	
97	High temperature	
100	Chicken pox	
102	Vertigo	
108	Dizziness	
114	Nose bleed	
136	Mumps	
141	Fainting	
142	Bed rest	
152	Abcess	
Adominal		
12	Gastric flu	
46	Kidney infection	
47	Kidney stones	
49	Stomach ulcer	
53	Gallstones	
55	Gallbladder	
56	Colostomy	
57	Ileostomy	
58	Colitis	
59	Crohns disease	
60	Appendectomy	
61	Irritable bowel syndrome	
62	Liver disorder	
93	Hernia	
115	Haemorrhoidectomy	
132	Bowel disorder	
138	Abdominal pain	
145	Gastroenteritis	
160	Cystitis	
Cancer		
78	Kidney tumour	
79	Tumour removal	
80	Breast cancer	
81	Cancer	
84	Chemotherapy	
116	Lymph disorder	
151	Cryotherapy	
Cardiovascular		
63	Angina	
64	Heart attack	
65	Blood pressure	
66	Stroke	
67	Coronary thrombosis	
68	CV aneurism	
69	Pulmonary thrombosis	
70	Heart failure	
92	Heart investigation	
169	Pacemaker fitted	

Infections		
71	Food poisoning	
72	Hepatitis	
73	Glandular fever	
74	Swollen glands	
75	TB	
76	Tetanus	
77	HIV/AIDS	
158	Shingles	
159	Meningitis	
167	Return from infected area	
173	Scarlatina	
Mental Health		
19	Anxiety	
20	Depression	
21	Stress	
22	Nervous debility	
23	Alcoholism	
24	Drug abuse	
25	Schizophrenia	
26	Chronic fatigue syndrome	
Muskuloskeletal		
27	Rheumatism	
28	Arthritis	
29	Back pain	
30	Back injury	
31	Neck pain	
32	Neck injury	
33	Shoulder pain	
34	Shoulder injury	
35	Whiplash	
36	Broken ankle	
37	Broken toe	
38	Broken arm	
39	Broken ribs	
40	Broken leg	
41	Osteoporosis	
42	Osteoarthritis	
82	Knee injury	
99	Trapped nerve	
105	Tendon injury	
109	Sciatica	
110	Muscle injury	
111	Hip pain	
117	Ankle injury	
119	Hand injury	
121	Head injury	
122	Foot injury	
123	RSI	
125	Wrist injury	
140	Arm injury	
143	Muscle spasms	
146	Broken wrist	
147	Foot problem	
153	Foot operation	
155	Ligament injury	
163	Broken sternum	
165	Rib pain	
171	Slipped disc	
Respiratory		
13	Chest infection	
14	Pneumonia	
15	Asthma	
16	Emphysema	
17	Bronchitis	
18	Pleurisy	
101	Chest pains	

Skin Disorders		
43	Eczema	
44	Dermatitis	
45	Psoriasis	
118	Lupus	
144	Skin disorder	
150	Boil	
174	Bruising	
179	Rash	
Hospitalisation		
48	Prostate operation	
54	Gallbladder operation	
60	Appendectomy	
83	Knee operation	
85	Operation	
86	Post-op recovery	
87	Eye operation	
88	Larynx operation	
89	Hip operation	
98	Hysterectomy	
103	Hip replacement	
113	Nose operation	
128	Gynaological surgery	
133	Varicose vein operation	
139	Lumbar epidural	
148	Breast surgery	
153	Foot operation	
161	Plastic surgery	
170	X-ray	
176	Hospitalised	
178	Neuro investigation	
Other Disorders		
94	Eye disorder	
112	Blood poisoning	
120	Thyroid disorder	
124	Fatigue	
126	Gout	
129	IVF-related illness	
130	Gynaological problem	
131	Concussion	
134	Pregnancy-related illness	
135	Miscarriage	
137	Diabetes	
149	Sports injury	
154	Hormone problem	
156	Hypertension	
157	Collapse	
165	Tinnitus	
166	Bells palsy	
172	Epilepsy	
Accidents		
104	Accident at work	
106	Other accident	
107	Car accident	
162	Fall	
Other		
214		

**SICKNESS ABSENCE AND RETURN NOTIFICATION**

**Part One – Absence Notification**

The line manager must:

- complete Part One on the first day an employee reports themselves as absent through sickness
- tick (✓) one box overleaf to record the reason given for the sick absence – DON'T USE A CROSS
- return a copy to the department administrator
- keep the original ready to complete Part Two upon the employee's return to work

Employee Surname	<input type="text"/>	Employee Forename(s)	<input type="text"/>
Department/Team	<input type="text"/>		
Is absent from work due to sickness from (date)	<input type="text"/>	They last attended work on (date)	<input type="text"/>
If they are full-time: their first day of absence was a (half / full day)	<input type="text"/>	They reported their absence due to sickness on (date)	<input type="text"/>

**Part Two – Return Notification**

The line manager must:

- hold a return to work interview and complete Part Two on the first day an employee returns to work
- cross (✗) one box overleaf to confirm the reason given for the sick absence – DON'T USE A TICK
- return this form to the department administrator along with the employee's self-certificates and doctor's statements

Employee returned to work on (date)	<input type="text"/>	I held a return to work interview on (date)	<input type="text"/>
Employee on any medication? (yes/no)	<input type="text"/>	If employee on medication, safe to work? (yes/no)	<input type="text"/>
All self-certificates and/or doctor's statements provided? (yes/no)	<input type="text"/>	If absent for substantial period/due to operation, rehabilitation plan needed? (yes/no)	<input type="text"/>
Workplace adjustments necessary to assist return and/or improve attendance	<input type="text"/>		

I am satisfied that the employee was unable to attend work and authorise this absence to be treated as sickness absence.

Line manager name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
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<b>HR use only</b>	Initials & date	Initials & date
Absence start date & code entered in HRWS	<input type="text"/>	Absence end date & confirmed code entered in HRWS
	<input type="text"/>	<input type="text"/>

Minor Illness		
01	Cold	
02	Flu	
03	Headache	
04	Earache	
05	Migraine	
06	Stomach bug	
07	Virus	
08	Sore throat/tonsillitis	
09	Ear infection	
10	Laryngitis	
11	Sinusitis	
50	Corneal ulcer	
51	Leg ulcer	
52	Mouth ulcer	
90	Allergy/allergic reaction	
91	Hay fever	
95	Toothache	
96	Tooth extraction	
97	High temperature	
100	Chicken pox	
102	Vertigo	
108	Dizziness	
114	Nose bleed	
136	Mumps	
141	Fainting	
142	Bed rest	
152	Abcess	
Adominal		
12	Gastric flu	
46	Kidney infection	
47	Kidney stones	
49	Stomach ulcer	
53	Gallstones	
55	Gallbladder	
56	Colostomy	
57	Ileostomy	
58	Colitis	
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19	Anxiety	
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21	Stress	
22	Nervous debility	
23	Alcoholism	
24	Drug abuse	
25	Schizophrenia	
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Muskuloskeletal		
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28	Arthritis	
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33	Shoulder pain	
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35	Whiplash	
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117	Ankle injury	
119	Hand injury	
121	Head injury	
122	Foot injury	
123	RSI	
125	Wrist injury	
140	Arm injury	
143	Muscle spasms	
146	Broken wrist	
147	Foot problem	
153	Foot operation	
155	Ligament injury	
163	Broken sternum	
165	Rib pain	
171	Slipped disc	
Respiratory		
13	Chest infection	
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124	Fatigue	
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130	Gynaological problem	
131	Concussion	
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149	Sports injury	
154	Hormone problem	
156	Hypertension	
157	Collapse	
165	Tinnitus	
166	Bells palsy	
172	Epilepsy	
Accidents		
104	Accident at work	
106	Other accident	
107	Car accident	
162	Fall	
Other		
214		

## Annex 3



**[Name]**  
**[Address]**

**[Date]**

Dear **[Name]**,

I am writing to you, as it has come to my attention that your sick absences are such that **[they appear to form a regular pattern / you have been absent on four or more occasions in a period of 12 weeks / you have had ten or more days of absence in a period of 12 weeks]**.

The details are as follows:

<i>Dates</i>	<i>Duration and reason</i>
<b>[XX</b>	<b>XX</b>
<b>XX</b>	<b>XX]</b>

***[Insert if previous warning issued:***

As you know, you were issued on **[Date]** with a **[Stage 1 / Stage 2 / Stage 3]** warning for unacceptable attendance.]

I would like to have a discussion with you about these absences, at **[Time]** on **[Date]** in **[Room, Location]**. The purpose of this meeting is to explore the reasons for your absences **[,discuss the findings/advice of our occupational health advisors]**

In line with the College's sickness absence policy, consideration can be given to **[issuing you with a Stage 1 warning / issuing you with a Stage 2 warning / issuing you with a Stage 3 warning / recommending termination of your employment]** due to reasons of **[continuing]** poor absence.

You have a right to be accompanied at the meeting by either a trade union official or a companion (employed by the College) of your choice. Please advise me of the name of the person who will accompany you. If you will not be accompanied, please advise me of that fact.

If you have any queries please contact me on 01743 342 **[xxx]**.

Yours sincerely,

**[Name]**  
**[Job Title]**

**Annex 5**  
CONFIDENTIAL

[Name]  
[Address]

[Date]

Dear [Name],

I am writing to you further to our meeting on [Date], when I told you that I **[was concerned / remained concerned]** by your sick absences and the effect these were having on the effective and efficient operation of the College.

I have considered carefully what you said to me during that meeting and have decided that it is appropriate to **[not issue you with a warning for unacceptable attendance / not issue you with a further warning for unacceptable attendance/ issue you with a Stage 1 warning for reasons of unacceptable attendance / issue you with a Stage 2 warning for reasons of unacceptable attendance / issue you with a Stage 3 warning for reasons of unacceptable attendance / recommend to the Assistant Principal - Human Resource Development termination of your employment for reasons of unacceptable attendance]**.

My reasons for making this decision are **[insert brief, cogent, reasons]**.

***[Insert if issuing warning:***

Your sickness absences will be kept under review. I hope that your attendance record will improve. Please do not hesitate to discuss with me any issues that might prevent this. The aim is to assist you in improving your attendance. However, if this does not improve the College may have to give consideration to proceeding to **[Stage 2 / Stage 3 (and, therein, possible termination of employment)]** of the sick absence management policy.]

***[Insert if recommending termination:***

The Assistant Principal - Human Resource Development will consider my recommendation that your employment be terminated and write to you to tell you whether your employment is to be terminated. If it is not, you will be issued with a Stage 3 warning. If it is, you will be given a last day of service. You will also be given details on how you can appeal against this decision.]

If you have any queries please contact me on 01743 342 [xxx].

Yours sincerely,

[Name]  
[Job Title]

**Annex 6**

### Working example one

A full time member of staff returns to work after having an operation. The staff member still has a number of months' worth of full occupational sick pay remaining. They return to work on a phased programme where they initially work reduced hours for a set period of time

<b>Previously</b>	<b>Now</b>
This person would have been recorded as attending 100% of the time throughout the phased programme	This person will now be recorded as absent for those hours when not in attendance at work. For example, if as part of the phased plan, this person works five mornings in the first week, they will be recorded as absent for those five afternoons where they are not in attendance

### Working example two

A full time member of staff returns to work after having been absent for six months. They have now exhausted their 100% occupational sick pay entitlement. They are returning on a phased return to work programme

<b>Previously</b>	<b>Now</b>
This person would have been recorded as attending 100% of the time throughout the phased programme	This person will now be recorded as absent for those hours when not in attendance at work. For example, if as part of the phased plan, this person works five mornings in the first week, they will be recorded as absent for those five afternoons where they are not in attendance at work
This person would revert back to receiving 100% pay on commencing a return to work programme, even though they would only be working a small percentage of their usual working week	This person will now receive 100% pay for those hours worked and 50% pay for those hours not worked throughout the phased return programme

### Working example three

A full time member of staff returns to work after having been absent for 12 months. This person has now exhausted all occupational sick pay entitlement. This person now commences a return to work phased programme

<b>Previously</b>	<b>Now</b>
This person would have been recorded as attending 100% of the time throughout the phased programme	This person will now be recorded as absent for those hours when not in attendance at work. For example, if as part of the phased plan, this person works five mornings in the first week, they will be recorded as absent for those five afternoons where they are not in attendance at work
This person would revert back to receiving 100% pay on commencing a return to work programme, even though they would only be working a small percentage of their usual working week	This person will now receive 100% pay for those hours worked and nil pay for those hours not worked throughout the phased return programme