

Caban Y Faenol CYF

Sickness and unauthorized absence policy

The purpose of the procedure is to deal with sickness absence and unauthorized absence. Not leave maternity leave, authorized unpaid leave and special leave.

Caban Y Faenol will;

- Implement the Sickness Absence Management Procedure fairly, consistently and sympathetically.
- Ensure that the notification procedure is followed by all staff and that all absences are certified and recorded.
- Manage, monitor and record absence by undertaking Return to Work Interviews following each day or sickness absence ensuring that all relevant documentation is completed.
- The member of staff is to complete a self-certification sickness form.
- Keep all the details and records of the illness confidential.
- Deal sensitively with any member of staff who suffers from health problems.
- Maintain an agreed link between the manager and staff who are absent from work on a long term basis, providing ready support where appropriate.
- On the basis of advice / information received, decide how action should be taken.
- Start the Disciplinary Procedure and / or Health Proficiency Procedure where necessary.

ALL STAFF

Staff are expected to:

- attend work in accordance with their work contracts;
- comply with the Sickness Absence Reporting Procedure
- maintain contact with the manager during the period of absence;
- Attend Return to work interviews, formal interviews to review sickness absences, review meeting
- Comply with safe working practices and procedures.

Notification Procedure

Where illness prevents a member of staff from attending work, he / she must inform the manager as soon as practicable before the start time of work.

During that conversation, the member of staff must give the reason for the illness and an indication of how long they will be absent from work. If it is not possible for the member of staff to give details of the illness at that time, then the manager will

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telephone the member of staff to receive the details. During the conversation the manager will provide the member with all possible support staff.

All members of staff are expected to return to their place of work the following day if the member does not receive the contrary information. If it is not possible for the member to return to work the following day he / she is expected to phone before the end of the day.

On return to work, the member of staff will complete a self-certification form and attend a return to work meeting with the manager.

If the absence lasts for more than 7 days (regardless of whether or not those days are working days), the member of staff will be required to produce a doctor's certificate.

Returning to work

The Return to Work Meeting is an effective method of reducing sickness absence levels and identifying any potential problems before absence reaches unacceptable levels. A Return to Work Meeting raises the profile of the Sickness Absence Policy and Procedure and influences the attitude of staff.

Return to Work Meetings will be held for all sickness absence by the manager. Ideally, the interview should take place on the first day that the member of staff returns to work, but certainly no later than five days after the return.

During the meeting, the manager can:

- welcome the member of staff back to work, and express an interest in the well-being and health of the individual;
- identify any possible problems associated with the individual's absence and agree on how the necessary support could be improved and provided;
- identify possible signs of stress and / or work-related problems and establish steps for improvement;
- come to a decision about the need to refer the individual to the Occupational Health Service;
- update the member of staff on recent developments in the workplace

The meetings must:

- Be confidential and sensitively conducted.
- Be consistent in form.

FORMAL PROCEDURE FOR NON-TRUE ABSENCE

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To assist the manager in identifying numerous short absences which may lead to potential problems, **specific trigger points** will be used. The Manager is responsible for monitoring the absence levels of their staff and identifying when a member of staff has reached one or more of the trigger points. The procedure must be followed fairly and consistently, and must be followed at all times, without exception.

FORMAL SICKNESS ABSENCE REVIEW INTERVIEWS

Following gaining one or more trigger points, the member of staff is required to attend a **Formal Sickness Absence Review Interview** with the manager. The trigger points are as follows:

- 4 or more periods of sickness absence within any 3 month period.
- 10 or more days sick leave within any 3 month period.
- Clear patterns such as frequent absence on a Friday or Monday.
- Any other reasonable circumstance that the manager considers suspicious, such as a regular failure to record a reason for absence.

The member of staff will be given 7 calendar days' notice of the Formal Sick Leave Review Interview, but the interview can be held before that if the individual concerned agrees.

The purpose of the Formal Sickness Absence Interview is to inform the member of staff that his / her absence record has reached one of the trigger points and that the matter must be dealt with in accordance with the formal procedure. It will also be a means of coming to a conclusion about what causes the absence problem and how it might be dealt with. In some cases, the manager may draw the member of staff's attention to how the absence has a detrimental effect in the workplace, and inform him / her of the need for improvement and what the outcome would be of failing to do so. The member of staff will also have the opportunity to explain the absence record and discuss any relevant issues. Managers may use any records relating to the individual's recent sickness absence in preparation for the conduct of the Formal Sickness Absence Review Interview.

Where necessary, specific and measurable targets for improvement should be agreed. In setting improvement targets full consideration must be given to any medical or other reasons that may lead to the absence and there will be the member of staff accepts the offer of possible assistance in order to assist him/her in meeting those targets. It is important to note here that the manager is expected to set reasonable targets if an agreement with the member of staff is not possible. (As this is not a disciplinary case, the member of staff does not have a legal right to a union officer at this meeting.) Before that, the member of staff should be advised to contact his union representative.

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During the Formal Sickness Absence Review Interview the manager will agree review arrangements. The purpose of any Review Meeting will be to assess whether there has been an improvement against the targets. It should be ensured that the workplace meets the requirements of the Duty of Care. The Review Meeting will not be held for at least six weeks and no later than three months following the Formal Sickness Absence Review Interview.

All Formal Sickness Absence Review Interviews will be recorded and kept confidential, and the member of staff will receive a copy of the record and an opportunity to check the factual matters.

REVIEW MEETINGS

At the Review Meeting the manager will assess whether there has been a satisfactory improvement in meeting the targets. At the time of the review the manager has the following options:

a) If it is of the opinion that the employee has shown satisfactory improvement, he / she may inform him / her of this and no further action will be taken. A record will then be made closing the case.

b) If he is of the opinion that the employee has shown some improvement, but not enough or no improvement, he will be able to advise on which of the following steps to take:

(i) to arrange a second Formal Sickness Absence Review Interview to set further targets.

(ii) refer the employee to the independent Occupational Health Advisor for support that could be offered to assist the employee to improve his / her presence and / or;

(iii) state that starting disciplinary action by advising the member that he is entitled to receive Union assistance, and/or;

(iv) follow the health proficiency procedure

All Review Meetings will be recorded and kept confidential, and the member of staff will receive a copy of the record containing details of the outcome and proposed action, if any. some at all.

All records will be kept confidential in accordance with the Data Protection Act 1998. The Manager must always deal with personal records in a sensitive, responsible and confidential manner.

LONG TERM SICKNESS ABSENCE

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Employees who are suffering from regular periods of short term illness and with significant individual periods of absence due to serious illness, injury or mental illness will be treated fairly and consistently.

In that regard, it will be necessary to consider the nature and needs of the workplace that employs the member of staff. We acknowledge that employees who are absent for more than 20 consecutive working days (or 1 month) are equivalent to being on long term absence.

However, it is good practice to take action before reaching this point. When a member of staff on long term sickness absence should follow the following procedure:

The manager will telephone the member of staff two weeks after the first day of absence in order to inquire how his / her health is and to reach a conclusion as to how long the individual will be absent.

The manager will offer appropriate support and agree arrangements for regular contact eg 2-3 weeks with the member of staff in order to be aware of any improvement, identify any opportunities for further support and decide if they should take any other action.