

absence trigger points. The University will also consider any mitigating circumstances where appropriate.

5. COMMUNICATION DURING SICKNESS ABSENCE

- 5.1 Line managers and employees should maintain reasonable contact during periods of sickness absence. Employees should contact their line managers regularly to provide updates, e.g. upon receipt of a fit note from their GP. The University recognises that regular communication helps to ensure that employees are receiving the appropriate level of support and assists line managers to arrange cover arrangements where necessary.

6. PROMOTING RETURN TO WORK

- 6.1 The University wishes to promote a caring and supportive approach to sickness absence and aims to facilitate an early and sustained return to work where possible. Therefore, it may be appropriate to implement a phased return to work where this will enable an employee to gradually build back up to undertaking their normal working hours. This type of approach would normally be implemented as a short-term measure and further details are included within the Sickness Absence Procedure.

7. OCCUPATIONAL HEALTH

- 7.1 It may often

8. DISABILITY / REASONABLE ADJUSTMENTS

- 8.1 The University acknowledges that sickness absence may result from a disability. Disability is defined under the Equality Act 2010 () as a physical or mental
-
ability to carry out normal daily activities.
- 8.2 There is no requirement for employees to disclose a disability or health condition to the University, although the University would encourage

APPENDIX ONE - SICKNESS ABSENCE PROCEDURE

1. NOTIFICATION AND CERTIFICATION

- 1.1 On the first day of absence, employees must contact their line manager by telephone to report the absence (unless the line manager has agreed in advance that an alternative method of communication may be used to report absence within the school/department.) The employee must make contact to report their absence prior to his/her normal start time or where this is not possible within one hour of the planned start time on that day

day back. This provides the line manager with the opportunity to welcome back the employee; gather information about the sickness absence; and to confirm expectations for future attendance. This is also an opportunity for the employee to update their manager and raise any queries. The parties would normally discuss any potential ongoing support which may be appropriate. Where the frequency, pattern or level of sickness absence causes concern, the line manager may schedule a further review meeting.

3. MANAGING SHORT-TERM SICKNESS ABSENCE

3.1 Line managers are advised to take positive steps to monitor and manage sickness absence with support from HR. To ensure consistency of approach, the line manager would normally hold an absence review meeting with the employee in the following circumstances:-

Five or more days of sickness absence in a six month period

Three or more occasions of sickness absence in a six month period

3.2 The University operates a rolling six month period for these absence triggers. It may also be appropriate to hold an absence review meeting where the line manager identifies a pattern of absence which causes concern but does not reach the levels set out above, e.g. sickness absence over a period of less than six months.

3.3 The purpose of this informal meeting is to discuss the attendance levels, any contributory underlying factors and to identify any appropriate support that can be put into place. Following this discussion, the line manager may conclude that it is appropriate to continue to monitor attendance on an informal basis. The line manager may set an agreed review period during which the employee will be required to demonstrate an improvement to avoid moving to the formal Stage. Alternatively, the line manager may make a decision to progress to the formal procedure.

STAGE 1 – FORMAL PROCEDURE (SHORT-TERM ABSENCE)

3.4 During formal meetings held under this procedure, the employee will be offered the opportunity to be accompanied by a trade union representative or a work colleague.

this will be documented. The Stage 1 monitoring period would normally last for a maximum of six months. During this period, it may be appropriate to make a referral to Occupational Health.

- 3.7 The line manager will consider the impact of any underlying medical condition or disability. Where an employee has absence related to pregnancy or disability, it may not be appropriate to set a target for formal monitoring.
- 3.8 Where the first formal Stage fails to result in a satisfactory improvement, the line manager will meet with the employee to discuss progress and next steps. The line manager may conclude that the level of sickness absence remains unacceptable and that the matter should progress to Stage 2 of the procedure. The line manager may take this decision before the end of the monitoring period.
- 3.9 Where there has been a satisfactory improvement, the line manager may decide to end or extend the Stage 1 monitoring period.

STAGE 2 – FORMAL PROCEDURE (SHORT-TERM ABSENCE)

- 3.10 The line manager will normally meet with the employee to discuss the absence record including reasons for each period of absence. The employee will be invited to comment on this and to inform the line manager of any relevant information which should be taken into account. The line manager will consider the impact of any underlying medical condition or disability. It may also be appropriate to make a

STAGE 3 – FORMAL PROCEDURE (SHORT-TERM ABSENCE)

- 3.14 The line manager will normally meet with the employee to discuss the absence record including reasons for each period of absence and explore the possibility of an underlying medical condition. In these circumstances, advice will be sought from Occupational Health where a referral has not already been made. The employee will

ALTERNATIVE EMPLOYMENT

4.7 Alternative employment

4.13 If the line manager continues to rev

5.

APPENDIX TWO - OCCUPATIONAL SICK PAY (Effective from 1 January 2016)

All University Employees

During 1st

DOCUMENT CONTROL

Document Name