

GENERAL GUIDANCE WHEN MANAGING ATTENDANCE

When Absence Does not relate to an Employee's own Sickness

This must not be recorded as sickness absence for the employee. In such circumstances managers should ensure the appropriate policy is followed i.e. special leave, annual leave, other flexible working option.

Fit Notes

The statement of fitness for work note is issued by a GP or hospital and provides guidance in respect of an employee's fitness for work. Fit notes are required from the 8th day of absence (including non-working days) and should be received by the manager within 5 working days of the 8th day of absence and within 5 working days of the expiry of previous fit note.

The manager should take a copy of the fit note, the employee should retain the original.

The tick boxes on the fit note enable the employee's doctor to indicate the kind of general adaptations that might help the employee return to work. If however changes cannot be agreed the manager should treat the fit note as if it says that the employee is not fit for work.

An employee should return to work once their fit note expires they do not need to be signed back to work.

Illness whilst on holiday/annual leave

If an employee becomes ill during a holiday/their day off/school closure and feels this will affect their ability to return to work they must notify their manager as soon as possible. The day's absence will be counted towards the employee's sickness record and will be subject to the appropriate statutory and occupational sick pay.

Industrial Injury

Where an absence relates to an alleged accident at work or industrial injury the employee must contact the Trust offices for the Accident Reporting Form and complete as soon as practically possible. Where required the incident will be investigated accordingly.

Where an Employee cancels a planned appointment

The employee must inform their manager before they cancel a planned appointment. These include appointments with OHU/Counselling etc. Unless it is agreed that the appointment can be re-arranged non-attendance could be considered a breach of the relevant terms and conditions of employment and may result in disciplinary action. If the manager agrees that the appointment can be re-arranged the employee will be expected to make the necessary calls to cancel and re-arrange the appointment.

Occupational Health

The Trust's OHU provider is Asset Health Solutions. Referrals should be considered for the following reasons:-

- Assessment of long term sickness
- Repeated short term sickness where dismissal is a consideration
- Fitness to undertake a particular role
- Consideration of complex reasonable adjustments recommended by a GP
- Ill health medical retirements
- Where an employee is absent due to ill health which may impact on their ability to attend disciplinary, performance and grievance meetings.