

# **MACHYNLLETH TOWN COUNCIL**

## **Absence Management Policy**

### **Aims of Policy**

The aims of the policy are as follows:

- To encourage managers, employees and employee/Trade Union representatives to work together to ensure that all absences are dealt with in a positive, fair and consistent manner.
- To develop a culture in which regular attendance is a major contributor to team effectiveness and to maximise the attendance of all employees and minimise disruption to working practices. (However, the Council recognises that a certain level of absence due to sickness may be unavoidable).
- To raise awareness that good attendance by employees is an essential requirement in providing the highest standards of service to the community.
- To ensure the Council keeps comprehensive and accurate attendance records for all employees and that line managers are advised in a timely manner of any employee absence.
- To support employees who are absent from work through genuine illness by providing occupational sick pay, assistance and support.

### **Scope**

This policy applies to all Machynlleth Town Council employees. This policy does not apply to issues relating to performance management or discipline.

.

### **Responsibilities**

It is the responsibility of the line manager to:

- Ensure that all employees understand the procedures to be followed if unable to attend for work.
- Conduct return to work interviews for all employees.
- Record and monitor all employee absence and report it through the appropriate channels.
- Liaise with the Personnel section about absence management issues in a timely manner and take action where appropriate.
- Ensure the fair and consistent application of the Absence Management Procedure.
- Ensure that health, safety and welfare considerations are attended to promptly and that relevant support is provided where necessary, including maintaining close contact with employees during extended periods of absence

It is the responsibility of the individual employee to:

- Advise and update their line manager of any sickness absence in accordance with this policy.
- Follow all advice obtained from a qualified medical practitioner (such as GP, Consultant or Occupational Health Adviser).
- Attend work regularly

## **SICKNESS ABSENCE REPORTING PROCEDURE**

### **Notification on First Day of Absence:**

If an employee is unable to attend work due to illness, they must inform their line manager/supervisor, giving the reason, the likely duration and the expected date of return. This must be as soon as is practical on the first day of absence, or within 1 hour of starting your shift, so that a replacement can be found (where appropriate) and service levels maintained.

The employee should also discuss any diary arrangements so that any meetings can be cancelled or re-arranged.

If the line manager/supervisor cannot be contacted, the employee should ensure a message is left with a senior colleague. Only in certain circumstances (such as hospitalisation or physical inability to reach or use a telephone), will the Council accept notification of absence from a third party acting on behalf of the employee.

### **Notification of Subsequent Days of Absence:**

If you are unable to return to work after a further two days, you must on the 4<sup>th</sup> day notify your line manager/supervisor of your continuing absence.

For any subsequent days of absence, the line manager/supervisor will agree with the employee times and dates for regular contact. The employee is required to keep their line manager/supervisor fully informed of progress and likely return to work date so that the line manager/supervisor can organise resources appropriately.

### **Absence in Excess of 7 Consecutive Days (including Weekends and Bank Holidays):**

For any sickness absence that is in excess of 7 consecutive days (including non-working days, rest days, weekends and bank holidays), the employee must provide a doctor's medical certificate signed by a registered medical practitioner. The line manager/supervisor should normally be in receipt of the medical certificate by the eighth day of absence. All medical certificates should be forwarded to the Payroll under confidential cover. Subsequent certificates (in the case of long term sickness absence) should be forwarded in the same manner as soon as they are received from the medical practitioner.

Where an employee is likely to be absent from work for more than two weeks, the Administrator will send a Self-Certification Form to the employee for completion of Section A. This should be returned immediately to prevent Statutory Sick Pay being affected.

### **Important Additional Information**

Sick leave can only be taken where the employee is unable to attend work because of his/her illness. Sickness absence cannot be taken where a member of the employee's family is ill. In such cases, the employee should contact their line manager/supervisor to discuss whether other arrangements can apply, for example, flexi-leave, annual leave, emergency dependent (unpaid) leave.

### **Unauthorised Absence**

Unauthorised absence is defined as any absence which is:

- Not due to genuine sickness.
- Not reported accordingly, as stated in the absence notification procedure (see above).
- Not previously authorised by the line manager.

On return to work the line manager will meet with the employee to establish the circumstances for the unauthorised absence. Unauthorised absence may result in suspension of sick pay, disciplinary action and/or dismissal.

### **Repeated Short-Term Absences**

Although a doctor's medical certificate is not required for absences less than 7 calendar days, where there have been repeated sickness absences you may be asked to submit such a certificate from the first day of any subsequent absence. The Council will pay for the certificate if a fee is charged.

### **Sickness Absence and Holiday Entitlement**

If an employee becomes ill whilst on authorised annual leave, they must notify their line manager/supervisor on the first day of sickness absence. Holiday entitlement will only be credited to an employee where a doctor's medical certificate is produced for a period of sickness absence during authorised annual holiday, and the line manager/supervisor has been notified.

The Council reserves the right to suspend occupational sick pay for either the whole or part of a period of absence which occurs immediately prior to, during or following a Bank or Public Holiday or a period of authorised holiday if a doctor's medical certificate is not provided. (On these occasions a doctor's medical certificate may be requested for a period of absence for less than seven days).

Any employee going on holiday during a period of absence to assist with the period of recovery must be approved by the line manager/supervisor prior to the holiday being booked, notified to the Payroll sections and will be paid in accordance with the Council's Annual Leave Policy.

The practice of requesting holiday in lieu of taking days off sick will not be authorised.

### **Sickness Absence during Pregnancy**

Women who are absent due to sickness during their pregnancy, whether or not their illness is pregnancy related, will be required to comply with the Absence Notification Procedure.

Absences due to a pregnancy related illness, at any time from conception to the start of maternity leave will not be counted towards contractual sick pay entitlement. It must be recorded as Pregnancy-related condition. Absences of this nature will not be used as a trigger for disciplinary purposes, in redundancy decisions or for any other detrimental purpose.

If an individual is continually absent from work on or after the beginning of the fourth week before EWC Maternity Leave will automatically start from the following day. This applies even if the date is before the intended Maternity Leave start date. If absent from work due to a pregnancy related illness the individual should inform their Line Manager on their first day of absence or as soon as reasonably practically. The Line Manager must then inform the Town Clerk who will issue the individual a letter and will, in conjunction with their Line Manger, revise Maternity Leave dates.

### **Sickness Absence during the Probationary Period**

Where the Town Council is dissatisfied with an employee's attendance at any time during the probationary period, the employee may be dismissed, subject to the Town Council's current policy for dealing with probationers.

### **Failure to Comply with Notification Procedures:**

Any employee who fails to comply with the notification or certification procedures or otherwise abuses or breaches the Town Council's rules on sickness absence may be dealt with under the Disciplinary Procedure. In these circumstances any period of absence will be deemed to be unauthorised and unpaid.

### **Return to Work Procedure:**

On the employee's return to work from any period of sickness absence, the employee must complete Section A of the Self Certification Form which will have been provided to them by their line manager/ Supervisor. If this has not been provided, the employee should approach their line manager/Supervisor for the form. The employee will then complete Section B with their line manager/Supervisor.

This is essential to ensure the accuracy of attendance records, sickness absence payments and management information reporting. Once fully completed, forms should be forwarded to the Administrator under confidential cover.

Where the employee has been declared unfit to work by their medical practitioner, they **must not** attend work until the medical certificate has expired. If the employee wishes to return prior to the expiry date on the medical certificate they must provide the Town Council with a 'Fit to Work' certificate signed by their medical practitioner.

Where an employee has been absence from work over a long period, and returns to work on the date specified by the medical practitioner, no further doctor's certification is required.

### **How the Form works:**

- Employee phones line manager/supervisor to say they are sick.
- Line manager/supervisor obtains form and completes Part 1 of Section A.

- The line manager/supervisor will email completed Part 1 (and Part 2 where applicable) to the Administrator
- The line manager/supervisor will forward the form to the employee for completion on their return
- Employee completes the remainder of Section A on their return and has a chat with the manager (return to work discussion).
- Line manager/supervisor completes Section B with employee and sends to the Administrator for Recording.

#### **How Absence will be Recorded:**

- The Administrator will record absence on the appropriate database on receipt of notification from a line manager/supervisor. This must be done immediately to ensure data is accurate and up-to-date.
- The line manager/supervisor will keep the Administrator informed on a weekly basis of the employee's status
- The Administrator will check with the line manager/supervisor, on a weekly basis of the employee's status, where they have not been advised of progress
- \*\*The Administrator will receive a form from a line manager/supervisor and check that the form has been completed fully and accurately
- Where the form has not been completed, the Administrator will return the form to the employee
- The Administrator will record the last day of absence on the recording database
- Once the Administrator has recorded the absence, the Administrator will then forward to Payroll to be retained on the individual's personal file.

#### **\*\*How Absence will be Recorded if Absence Exceeds 2 weeks:**

- If the employee is likely to be absent for more than two weeks, as well as following the steps above, the Administrator will send the form to the employee to complete Section A. The employee must return this immediately in the stamped, addressed envelope provided.
- The form should be received by Payroll Administrator no later than the employee's fourth week of absence to ensure their statutory sick pay is not affected.

### **SICK PAY**

#### Occupational Sick Pay

Employees are entitled to the following Occupational Sick Pay entitlement on a rolling twelve month basis:

<b>Length of Service</b>	<b>OSP Entitlement</b>
During first year of service	1 month's full pay and (after completion of 4 months' service) 2 months' half pay
During second year of service	2 months' full pay and 2 months' half pay
During third year of service	4 months' full pay and 4 months' half pay
During fourth and fifth years of service	5 months' full pay and 5 months' half pay
Over five years of service	6 months' full pay and 6 months' half pay

The Town Council aims to support employees who are absent from work through genuine illness by providing occupational sick pay. The policy provides payment of an individual's normal basic pay, or where appropriate, an average of weekly earnings

calculated over the previous 12 weeks. This is for periods of sickness absence inclusive of any statutory sick pay which may be payable. Part time employees will be paid occupational sick pay on a pro-rata basis, based on their contractual hours. The occupational sick pay provision is based on a rolling 12-month basis and is subject to compliance with this policy.

On exhaustion of occupational sick pay, statutory sick pay will be paid where appropriate. Employees receiving maternity pay are not entitled to receive occupational sick pay.

Where the Town Council doubts the integrity of sickness absence, occupational sick pay may be suspended and disciplinary action may be taken which could result in dismissal. Managers must be able to demonstrate reasonable grounds for doubting any period of sickness and for suspending occupational sick pay and cannot act without first discussing the circumstances with the employee. Any decision to suspend occupational sick pay must be explained to the employee and confirmed in writing. The employee will have the right to appeal against any suspension of occupational sick pay.

Similarly, the Town Council reserves the right to suspend occupational sick pay, in whole or in part, where it determines that an employee is engaging in activities that may unduly affect their recovery and return to work.

The Town Council has the discretion to extend the period of occupational sick pay in exceptional cases.

It is imperative that any decision by a manager to suspend or extend Occupational Sick Pay must be made with advice sought from Town Clerk.

### **Statutory Sick Pay (SSP)**

SSP is payable for a maximum of 28 weeks in any qualifying year (1st April to 31st March).

SSP is only payable for periods of sickness lasting four days or longer. The four days may include weekends, holidays and days off, but SSP is only paid for the qualifying days, which are those days the employee is contracted to work. The first three qualifying days of sickness are unpaid, unless a period of sickness occurs less than 8 weeks after a previous sickness period. In this instance the two periods are linked and payment may be made on the first day.

The responsibility for claiming benefits following the exhaustion of SSP rests with the employee.

## **SPECIAL CONSIDERATIONS**

### **Cosmetic Surgery (Elective/Reconstructive)**

In most cases where an employee elects to undergo cosmetic surgery, no Occupational Sick Pay will be payable. However, Occupational Sick Pay may be payable in cases where written confirmation is received from the employee's medical

practitioner that the surgery is essential for the physical and/or mental wellbeing of the individual.

Where an employee is undergoing cosmetic surgery for the purposes of reconstruction (for example following a previous illness, accident or defect of birth), Occupational Sick Pay may be payable.

Whilst no Occupational sick pay is normally payable for elective cosmetic surgery, it may be paid if an employee develops serious complications following surgery necessitating hospital treatment.

### **Organ/Bone Marrow Donation/Fertility treatment**

Occupational Sick Pay may be payable in cases where an employee donates an organ or bone marrow and may be payable if an employee attends for fertility treatment. However the Council reserves the right to review such cases after ten days absence and cease payment of Occupational Sick Pay.

### **Dangerous sports**

The Council reserves the right to suspend Occupational sick pay if the employee regularly participates in a professional or dangerous sport likely to result in a higher level of sickness absence from work (and therefore incur excessive cost to the Council). Under such circumstances, employees are advised to take out insurance to cover loss of earnings arising from such an event.

### **CONCERNS ABOUT AN EMPLOYEE**

There may be occasions, due to suddenly deteriorating work performance or uncharacteristic behaviour when the line manager may become concerned about an individual's physical or mental health. In this circumstance, the line manager should not wait until the employee becomes absent from work before referring them to Occupational Health. The line manager is advised to contact the Personnel section for guidance.

### **Suspension On Ill-Health Grounds**

Although in the circumstances described in above, it is likely the line manager would ask the employee to leave work and seek advice from their GP, if the employee refuses and the line manager felt that the health, safety or welfare of the employee or others may be at risk, they are able to take emergency action and suspend the employee on medical grounds. In these circumstances, a line manager must contact Town Clerk for advice on the procedure to follow.

If an employee is suspended on medical grounds they will receive their full contractual pay.

### **MONITORING SHORT TERM PERSISTENT ABSENCES:**

#### **Trigger points:**

- 3 times or more in 3 months
- 5 times or more in 12 months
- Pattern identified, e.g. every Tuesday

N.B: Part time employees will have their absence assessed on a pro-rata basis.

The following types of absence will not count towards sickness absence for the purposes of the above:

- Maternity leave or pregnancy related illness
- Absence due to bereavement
- Parental/dependent leave
- Medical Appointments
- Paternity Leave
- Any other discretionary leave authorised by the line manager

**Informal Discussion:**

The manager should inform the employee that they are concerned for the employee's well-being due to the number of absences. They should then discuss the absences, identify what is the cause of the absences, is there a medical condition and if there is anything we can do e.g. adjustments / process put in place etc to help the individual.

Sometimes it may be appropriate to consider referral to Occupational Health. It may also be appropriate to ask the employee to seek guidance from their GP and to remind them of Employee Welfare Services available, e.g. Relate Counselling.

The employee should be advised that their absence will continue to be monitored and advised that if the current absences levels were to persist then the formal stages of the Sickness procedure would be invoked.

They should be thanked for their attendance.

If absences continue following this discussion, the following stage should be applied.

**Stage 1 - Absence Meeting:**

The manager should issue letter requesting attendance of a meeting to discuss absences following the initial informal discussion and undertake meeting. It is advisable to have Personnel present at this meeting. The purpose of the Absence Review Meeting is to:

- Confirm the frequency and reasons for absences and ensure the employee is aware that their record is giving cause for concern.
- Advise the employee to seek proper medical attention if there is an underlying medical problem.
- Give consideration to the employee's issues with a view to finding possible ways of helping the employee resolve them.
- Discover if the employee is aware of any underlying cause (e.g. disability).
- Agree targets for improvement.
- Agree a reasonable period of time for monitoring the employee's attendance.
- Inform the employee of the likely course of action if the required standards are not met.

If not already done so, the employee should be asked to complete a medical referral form. Personnel will make arrangements for a referral to Occupational Health. Where



a referral has been requested, the employee should be notified that a further meeting will be arranged after a report has been received from Occupational Health.

On receipt of referral discuss and put in place any adjustments stated. At the conclusion of this meeting the line manager should inform the employee that, whilst recognising the underlying health problem, the employee's level of sickness absence is not acceptable in terms of the operational requirements of the service. The employee will also be informed that his/her level of attendance will be monitored and reviewed at regular intervals. These points will be confirmed in writing to the employee, a copy of which will be retained on their file.

Here the individual must be advised that a review meeting will be held. This should be within two months and used as an opportunity to discuss the employee well-being. If they are not being referred to Occupational Health and are absence against within this timeframe, the manager should consult with Personnel, and where appropriate progress to Stage 2 of this procedure.

If the employee is to be referred to Occupational Health, an additional review period may be necessary, detail follow.

### **Disability Considerations**

As a disability symbol user and as a matter of good employment practice, the Council is committed to making every effort when employees become disabled, or where disability changes, to help employees stay in employment.

If a manager considers that an individual's under-performance may be related to a disability, health condition or industrial injury he/she shall first investigate, verify and then address the circumstances. This will normally include referral to the Council's Occupational Health Physicians (OHP) to seek advice and/or confirm whether there is a health-related reason.

If at any stage Occupational Health confirms that the employee has a disability that affects their ability to undertake normal day-to-day activities then the Council will seek to gain medical or specialist advice on the reasonable adjustments (i.e. from Access to Work) that could be implemented that would assist the employee's ability to undertake their post. These will be implemented in line with the requirements of the Disability Discrimination Act 1995.

A disability may affect an individual's ability to carry out certain tasks or require a change to hours of work, the workplace itself or the way certain duties are carried out. When considering absence or performance issues where disability may be a factor the personnel officer should be consulted who may seek specialist advice. Practical advice on how adjustments may be made and available equipment can be provided by the Disability Employment Advisor through the Job Centre Plus. A record of suggested adjustments and action taken should be maintained.

Consideration must always be given to whether adjustments to the workplace might reasonably be made and so facilitate a return to work from long-term sickness absence, address short term absence issues and/or performance/capability issues.

Examples of adjustments that could be considered are as follows:

- Adjustment to premises/vehicle
- Allocating duties to another person
- Transferring a person to fill an existing vacancy
- Altering working hours – this could include flexible hours to enable additional breaks or changing hours to fit treatment and care programmes.
- Changing the workplace when a building or part of a building become inaccessible
- Paid and/or unpaid absence for rehabilitation, assessment or treatment
- Training – this could be training in the use of a piece of equipment unique to the person
- Acquiring or modifying equipment – this involves providing specialist equipment needed to do the job, e.g. providing an adapted telephone for someone with a hearing impairment or providing an adapted keyboard for someone who is visually impaired.

Most adjustments require little change to the workplace and are easy to arrange in consultation with the individual. Support is available through the Disability Employment Advisor and in particular Access to Work. Access to Work provides practical help for disabled people and assistance is tailored to the needs of a particular job. Assistance can apply to any job, permanent or temporary, full-time or part-time. Examples of support include:

- A communicator to attend meetings etc., training for people who are deaf or have a hearing impairment.
- A reader for someone who is blind or has a visual impairment.
- A job coach to assist someone while they familiarise themselves with a new or changing job.
- An assistant to help with personal needs.
- An escort to assist travel to and from work.
- Adaptations to a vehicle.
- Assistance with transport costs and/or taxi fares for someone who is unable to use public transport.
- Equipment or adaptations to existing equipment, e.g. enlarged keyboards, telephone aids.
- Alterations to premises or the working environment, e.g. lowering machinery

### **Review Meeting:**

If the individual has been referred to Occupational Health and no adjustments are required, this meeting should be used to advise the individual of this. Consequences if they are off again (e.g. any further unacceptable persistent/patterned sickness levels would lead to action under the Managing Employee Performance Procedure) should also be highlighted. If adjustments are to be made, the manager should set out a review period of 2 months.

If the employee is absent again before the end of the 2 months, the manager should arrange to see the employee under Stage 2 of this procedure.

The review meeting should ensure that the employee be advised of the requirement of a significant improvement in their attendance record and the consequences of failing

to improve. The outcomes of the meeting should be confirmed in writing to the employee and their representative, where appropriate.

### **Recurring Absence Following Satisfactory Attendance**

It is recognised that cases may arise where, following the period of satisfactory attendance, the employee's absence level again returns to a level which gives cause for concern. In such cases the employee will be referred again to Occupational Health for medical opinion. Following receipt of this medical opinion, the line manager will review the employee's general attendance record and will normally hold a further Stage 2 Absence Meeting. Thereafter subsequent stages of the procedure may be followed.

### **Stage 2**

Where the second Absence Review meeting does not produce:

- the required improvement in attendance, or
- the employee refuses to co-operate with visiting the Occupational Health Service, or
- where the outcome of the medical suggests no underlying problems explaining the pattern of sickness,

the situation will then be managed through the Managing Performance Procedure.

A Stage 3 formal meeting will be held at which any explanations offered by the individual will be discussed. The employee should be advised that they may be accompanied by a trade union representative or other person of their choice if they so wish. A FINAL CAUTION may be given for unsatisfactory attendance, if the manager/supervisor remains concerned and this will be confirmed in writing. The member of staff will be informed that his/her job will be at risk if satisfactory attendance levels are not achieved and maintained.

Further capability meetings should take place as detailed in the Managing Performance Procedure.

### **What if they are genuinely ill?**

The process is not to question the legitimacy of the absences. It is to eradicate the level of absence, regardless. As an employer we have a duty to ensure the well-being of an employee. Often we find that the absences are related to issues in the home life, relationships at work, or the beginnings of a condition which have not yet been explored. The meetings may help the individual to seek medical advice, where otherwise they may not have questioned it.

We need to identify ways we can help to reduce their absence levels. This could include making adjustments to working patterns, work stations. There may be times when the absences relate to a serious illness where we can offer counselling support.

### **LONG TERM SICKNESS:**

**Trigger points:** 3 consecutive weeks will be deemed to be long term absence for monitoring purposes.

The manager should liaise with the Personnel section before the end of the third week of absence to obtain advice on how to manage the case. In some circumstances, (most particularly in the case of serious illness of the employee) this may include arranging a home visit.

The manager should write to the employee requesting a meeting. This can be conducted as a visit, in which case you are advised to have a colleague or Personnel present.

The employee is entitled to be accompanied by a fellow employee of choice or Trade Union Representative. This entitlement should be communicated to the employee in advance of the meeting.

The purpose of the visit is to:

- Discuss the nature of the illness and the employee's general disposition.
- Obtain the employee's consent to contact his or her own medical practitioner or to attend a medical examination with the Occupational Health Adviser.
- Agree a communication plan with the employee, depending on the nature of the illness, so that dialogue can be maintained with the line manager regarding the nature of the illness, duration and prognosis for return to work.
- Ask if the employee wants to be kept abreast of appropriate information relating to Council activities during the period of absence. (i.e. newsletters, job vacancies)
- Provide information about the Counselling Scheme.
- Offer any other assistance to the employee to aid their period of recovery.

Options should be explored at ways that the Town Council may support the person back into work, despite their illness. For example, someone with a broken toe who is normally required to do a lot of walking may be able to be placed in an office environment as a temporary arrangement whilst they are recovering. Arrangements can be made for an employee to work from home where absences relate to a fracture. It is necessary here to gain medical consent and generally the individual will be referred to Occupational Health to get advice on how best to rehabilitate the individual back into the workplace.

A record of the meeting confirming the discussion should be communicated to the employee in writing (and copied to Personnel). The line manager is responsible for maintaining regular contact with the absent employee, which may be in person or by telephone and keeping appropriate records of communication.

Following receipt of the Occupational Health Adviser's report, the Town Clerk and the line manager will consider all the facts and determine an action plan to facilitate the employee's return to work, where applicable. Alternative employment or working patterns, either permanent or temporary, will be actively considered where this would enable the employee to return to work in the short term and facilitate their reintegration into the workplace. The line manager will agree a reintegration plan with the employee, in accordance with the available medical advice, as a means to review

progress and assess the employee's capability in their role with a view to returning to their normal hours/work.

Where the medical report supports the medical early retirement of the employee on the grounds of permanent ill-health, the Personnel section and the line manager will consider all the facts and approval will be sought to proceed.

Where it is considered the employee is not able to return to work, the Town Council will explore redeployment options, and as a final resort dismissal on ill health grounds. This may lead to action under the considerations of the Managing Employee Procedure and/or dismissal.

This information will be communicated to the employee. A date for termination of the contract may be agreed with the employee in accordance with the provisions of the Employment Rights Act 1996 and the Managing Employee Procedure.

In all such cases the employee will be fully consulted and will be entitled to appropriate representation by a fellow employee or a Trade Union Representative.

### **Appeal**

The employee may appeal against any decision to dismiss by detailing the reasons for their appeal in writing to the Town Clerk. This must be completed within 10 working days of the dismissal and will be heard by the Corporate Team Member.

### **Medical Reports and Examinations**

The Council reserves the right to request a medical report where the likely length of absence is unclear or ongoing or any of the reasons below apply. All such reports are subject to the provisions of the Access to Medical Reports Act 1988. In such cases employees will be consulted and asked to give permission for the Town Council to request a medical report.

If the employee does not consent to the Town Council obtaining medical advice about their fitness for work, the Town Council reserves the right to make decisions relating to the capability of the employee without the benefit of medical advice.

The employee may also be required to attend a medical examination with a doctor of the Town Council's choice if:

- There is reason to doubt the employee's fitness for work.
- There is reason to doubt the employee's ability to perform their role efficiently.
- There is reason to doubt the employee's capability to attend regularly for work.
- The likely length of absence is unclear or ongoing.
- Absence reports indicate there is persistent short term absence or long term absence.

The employee has the right to view any report compiled by a medical practitioner prior to it being sent to the Town Council there may be a charge levied by the medical practitioner for this. The contents of the report will be discussed with the employee and their line manager as part of the absence management and consultation process.

**REPORTING ABSENCE LEVELS TO CORPORATE MANAGEMENT TEAM (CMT)**

Absence statistics will be reported to CMT on a quarterly basis. The information will be provided in the following format and all personal details relating to the individual will be maintained confidentially within the remits of the Data Protection Act:

Short Term Absences:     3 times or more in 3 months  
                                  5 times or more in 12 months  
                                  Pattern identified, e.g. every Tuesday

Long Term - 4 consecutive weeks will be deemed to be long term absence for statistical purposes.

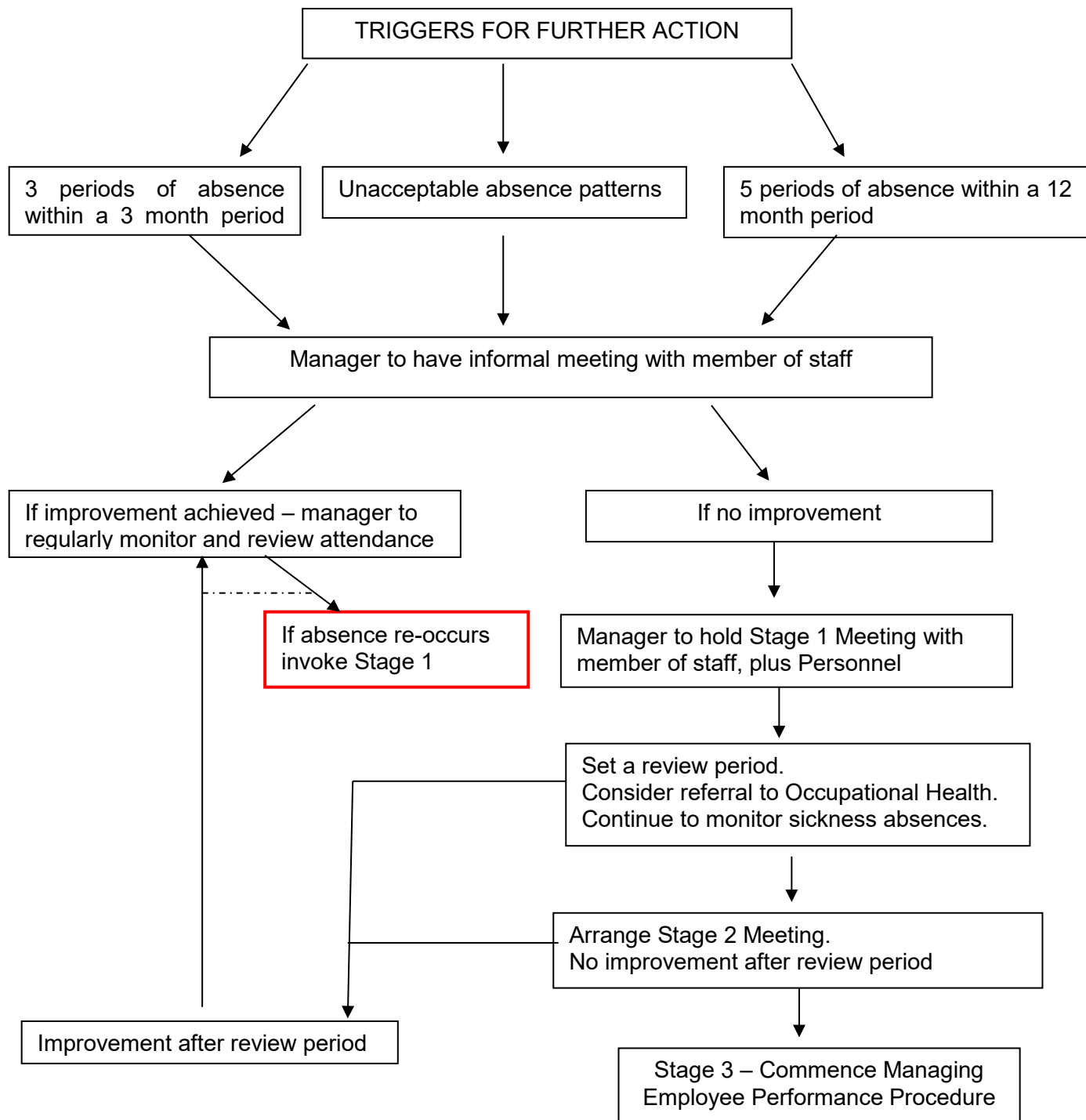
Where CMT believe there has been an increase in the absence levels,

**Policy Review**

This procedure will be reviewed as part of the whole Absence Management Process in May 2018 to ensure that it is operating effectively.

Adopted by Council.....

## FREQUENT SHORT-TERM SICKNESS ABSENCES



# MACHYNLLETH TOWN COUNCIL

## SICKNESS ABSENCE NOTIFICATION CONTACT DETAILS

*This form will be completed by your Line manager/Supervisor or Administrator*

Date Issued:	
Service/Section:	
Your Line Manager is: (this is your immediate manager/ supervisor);	
<i>If applicable, the time you are required to notify your line manager/supervisor of absence is:</i>	
<i>In the absence of your line manager/supervisor you need to notify:</i>	
Other Service Specific Instructions:	
Your Departmental Sickness Administrator is: (This is the person who records sickness absence and can provide a Self-Certification form)	

***If you have not received a Self-Certification Form from your line manager/supervisor on the date of your return from sickness absence, please ensure you obtain a form from the website or contact the person indicated above***



**PRIVATE & CONFIDENTIAL**  
**Invitation to attend meeting**

Please  
Tel.  
emai  
Your Ref:  
Date:

Dear [\*Employees Name]

**Re: Sickness Absence**

Our records indicate that your sickness absence has reached a level where it is causing concern. This is because you have now triggered one of the following:

- 3 episodes of absence in a 3 month period
- 5 episodes of absence in a 12 month period
- Developed a pattern of absences.

Further to our discussions regarding your periods of absence, I note that your absence levels have not improve, therefore I would like to meet with you to discuss your absence and have set aside.....(time/date) in ..... (location) for a meeting. I would ask you to confirm if this is convenient.

I will be accompanied by..... and you are welcome to bring a friend or colleague (or recognised union representative).

The meeting will allow me to:

- Discuss your sickness absence in more detail
- discuss management concerns, the impact of absence on the work and encourage improvement
- Listen to any explanation offered by you
- Bring to light any work, disability, welfare or domestic problems underlying the absence
- Explore alternative working arrangements/adjustments
- Refer to occupational health service **if necessary (if not previously done) or** discuss the report from the occupational health service dated xxx and obtain a response from you.
- Arrange a further review period
- Ensure that you clearly understand what improvement is required, how this will be monitored and over what time period

I hope this meeting will allow us to have an open and frank discussion and allow us to provide any support to ensure your well-being at work. Should you have any concerns about this meeting please do not hesitate to contact me.

Yours sincerely

**PRIVATE & CONFIDENTIAL**

Please ask  
Tel. Direct:  
email  
Your Ref:  
Date:

Dear

**Re: Sickness Absence Meeting**

I am writing to confirm the outcome of our Meeting held on (date). It was explained that the reason why you were asked to attend was because you have had

\*\*3 episodes of absence in a 3 month period/5 episodes of absence in a 12 month period/developed a pattern of absences.

\*\*I explained that your absences were considered to form a pattern because (give reasons) Consequently, this rate/pattern\* of sickness absence was considered to be a cause for concern.

We agreed the dates and reasons for absence were: (list)

From the discussion we had you felt that the offer of possible assistance from Occupational Health was something \*\*you wished to pursue. I, therefore, undertook to arrange a referral/\*\* you did not want to pursue.

\*\*During our conversation you did point out that you felt certain factors relating to your work/the working environment could be adversely affecting your health, causing you to be ill. These were: (list). I undertook to investigate these matters and will let you know if any adjustments can be made.

Finally, it was pointed out that you needed to address the issues relating to your health in order to seek to \*\*reduce your rate of sickness absence/end the pattern of sickness absence. As agreed, I will monitor your absence over the next 2 months and have arranged to meet with you again on .....

Please be advised, if you have at least one episode of absence in the next 2 month period and unless there are mitigating circumstances, I will be required to arrange a Stage 3 Review meeting under the Sickness Absence Management Procedure.

From our discussion, I am confident that we have put sufficient adjustments in place to help to reduce your current absence levels.

If you wish to discuss the content of this letter or matters relating to your health, please do not hesitate to contact me.

Alternatively, if you wish to seek confidential advice on any aspect of your absence, Relate Counselling Service (tel: 01743 344010) is available to help you.

Yours sincerely

**PRIVATE & CONFIDENTIAL**

**Long Term Absence Meeting**

Please  
Tel.  
emai  
Your Ref:  
Date:

Dear

**Sickness Absence Review Meeting**

Thank you for sending me medical certificates in respect of your sickness absence. I am sorry to hear that you are still unwell and I hope you will soon feel better.

In line with the Council's sickness Absence Policy, I would like to meet with you to discuss how to plan ahead for the remaining period of your absence and prospects for your return to work. I have set aside.....(time/date) for a meeting and I would ask you to confirm that this is convenient and to indicate whether you would prefer to meet here at..... or elsewhere (eg at your home).

I will be accompanied by a member of Personnel and you are welcome to bring a friend or colleague (or recognised union representative).

If this is likely to be a problem for you, please get in touch with me to arrange an alternative time.

In the meantime, if you wish to seek confidential advice on any aspect of your absence, Relate Counselling Service (tel: 01743 344010) is available to help you.

Alternatively, you may contact the Town Clerk.

Should you have any concerns about this meeting please do not hesitate to contact me.

Yours sincerely