

Policy on Sickness Absence

July 2006

POLICY REFERENCE INFORMATION

Policy Reference Number	CL
Version Number	1.0
Status	Operational
Author / Lead	Head of HR
Implementation Date	1 July 2006
Date of Last Review Date	June 2006
Date of Next Formal Review	April 2007

DOCUMENT REVISION RECORD

Version	Description of change(s)	Reason for Change	Author	Date
1.0	-	-	-	-

RELATED POLICIES AND LEGISLATION

Policy Reference Number	Policy Title
-	Disability Discrimination Acts 1995 & 2005
-	Capability Policy
-	Equal Opportunities Policy
-	Flexible Working Policy
-	Disciplinary Policy

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1. POLICY STATEMENT

Yorkshire and the Humber Strategic Health Authority (SHA) acknowledges that some staff will suffer periods of ill-health on occasion and, will therefore, endeavour to provide staff with help and support to assist an early recovery and return to work. The SHA is committed to ensuring a safe and healthy working environment.

The SHA also recognises that regular attendance at work is vital in assisting us to achieve our objectives and targets for the delivery of healthcare across Yorkshire and the Humber.

It is intended that this policy will create a framework within which managers are able to address the issue of sickness absence management in a fair, consistent and supportive way both informally and formally as appropriate.

During the course of sickness absence management, it may become necessary to refer to other SHA policies. Further advice can be obtained from Human Resources.

On the rare occasions where it is appropriate, and in accordance with the policy and procedure, managers may make a request that the decision is made to terminate a members of staff's contract of employment.

2. PRINCIPLES OF POLICY

It is important to note that whilst every case will be different and must be considered on an individual basis, the principles inherent in this policy should be followed. In applying the policy and procedure it may be necessary to use discretion to deal with individual circumstances. In such cases care must be taken to ensure that no member of staff is discriminated against directly or indirectly.

Yorkshire and the Humber SHA will pay due regard to the Disability Discrimination Acts 1995 & 2005 and any subsequent amendments. Where a member of staff's condition falls within the scope of the Disability Discrimination Act and they wish to remain employed by the SHA, every effort will be made to implement reasonable adjustments. For further information regarding the Disability Discrimination Act, please see Appendix 1.

The SHA is committed to an environment which promotes equality and diversity in our staff and our work across Yorkshire and the Humber. This policy should be implemented with due regard to this commitment.

Staff who are absent for reasons related to an underlying condition e.g. disability, pregnancy or work-related injury should have appropriate consideration given to their health status when applying the policy and procedure and, where necessary, advice should be sought from the Occupational Health Service and the HR Department.

Where a member of staff fails to adhere to the sickness absence procedure without justifiable reason, disciplinary action under the rules of the disciplinary procedure will be considered.

Confidentiality will be maintained at all times by both managers and staff.

3. SCOPE OF POLICY

This policy applies to all staff employed by Yorkshire and the Humber SHA who are absent from work due to ill-health.

4. PROCEDURES

The Sickness Management Procedure is detailed in Appendix 2 of this policy.

The Employee's Responsibilities in relation to Sickness Management are detailed in Appendix 3 of this policy.

5. RELATIONSHIPS TO OTHER POLICIES

In implementing this policy consideration may need to be given to the following policies:

- Capability Policy
- Equal Opportunities Policy
- Flexible Working Policy
- Disciplinary Policy

6. ROLES AND RESPONSIBILITIES

6.1 NHS Yorkshire and the Humber

To maintain a safe work environment for and operate in a manner that gives due consideration to the health needs of our staff.

6.2 The Manager

- To keep accurate attendance records and keep HR informed.
- To identify patterns and trends of sickness absence.
- To ensure that members of staff are aware of concerns in relation to their attendance.
- To seek Occupational Health advice where appropriate.
- To implement the Sickness Absence Procedure as detailed in Appendix 2 of this policy
- To deal with absence fairly and equitably.
- To ensure members of staff complete the Confirmation of Sickness Absence form.
- To undertake return to work interviews.

- To take appropriate action to resolve the situation with advice from HR.
- To ensure members of staff know their responsibilities in relation to sickness absence.
- To consider reasonable adjustments to assist the member of staff in returning to work.
- To discuss a phased return following long term absence.

6.3 Human Resources

- To promote a consistent framework.
- To provide advice to management and support them in implementing the Sickness Absence Procedure detailed in Appendix 2.
- To identify alternative duties.
- To determine whether retirement or termination is necessary.
- To monitor sickness absence on a monthly basis and provide quarterly reports to Yorkshire and the Humber SHA Board.

6.4 Occupational Health

- To provide an advisory service on health matters.
- To advise on the fitness of members of staff and impact on their capability to perform in their job role.
- To advise on likely duration of absence.
- To advise on rehabilitation issues.
- To advise on any areas of support for health related issues.

6.5 The Employee

- To attend work in line with their contract of employment.
- To report sickness absence as outlined in Appendix 3 of this policy.
- To alert Managers of any issues that may impact on their ability to attend work.
- To attend informal and formal meetings to discuss their sickness absence as requested by their manager in line with the Absence Management Procedure outlined in Appendix 2.
- To provide information in relation to their sickness absence to assist their manager in supporting them with any health issues which are impacting on their ability to attend work.
- To attend Occupational Health appointments in line with their duty to comply with a reasonable management request.

7. EQUALITY IMPACT ASSESSMENT

At this time an Equality Impact Assessment (EIA) has not been carried out on this policy. However, an EIA will be carried out as soon as possible and by no later than 6 months of the issue date stated on the policy cover sheet.

8. **APPENDICES**

1. How the Disability Discrimination Act impacts on Managing Absence
2. Sickness Absence Procedure
3. Employee's Responsibilities
4. Confirmation of Sickness Absence

HOW THE DISABILITY DISCRIMINATION ACT IMPACTS ON MANAGING SICKNESS ABSENCE

Since the introduction of the Disability Discrimination Act 1995, to be considered disabled a person no longer needs to be Registered or an orange badge holder. Under the Act the definition of disabled is:

“A person having a physical and/or mental impairment which has a substantial long term, adverse effect on the ability to carry out normal day to day activities.”

Examples of a physical or mental impairment maybe;

- Stress/depression/anxiety or other mental illness
- A disfigurement
- Hearing/sight difficulty, including the partially sighted
- Epilepsy
- Back problems/other muscular-skeletal problems
- People suffering from cancer

If someone has a physical and/or mental impairment, which has lasted or is likely to last for 12 months or more, it is considered to be long term within the definition above. An impairment is to be taken as affecting normal day-to-day activities if it affects a person with regard to mobility, manual dexterity, physical co-ordination, eyesight, memory or ability to concentrate, learn or understand, or perception of risks of physical danger. Finally, it must have a substantial, adverse effect on the ability to carry out normal day-to-day activities.

The Disability Discrimination Act 2005 has now strengthened the definition in relation to people with mental impairments and progressive conditions in order that they are covered under the Act where previously they were not. In particular, there is no longer a need for mental illness to be ‘clinically well recognised’ in order to be covered under the Act. In addition, people with HIV, cancer and multiple sclerosis will be deemed to be covered by the DDA effectively from the point of diagnosis rather than from the point when the condition has some adverse effect on their ability to carry out normal day-to-day Activities.

If all the conditions explained above are met, then a person is considered to be disabled. For example, a person with a back injury, which lasts for over 12 months and prevents them from lifting, is likely to be considered disabled. This is very significant when it comes to decisions regarding the future employment of staff who are taking time off sick. If that employee can be considered disabled as described above, the Act states that the person “must not be subjected to less favourable treatment, unless such treatment can be justified.”

It is difficult to be definitive about the circumstances under which less favourable treatment maybe justified, but clearly trivial reasons would not be acceptable. It is likely to be justifiable to discriminate only when safe and effective job performance

cannot be achieved, despite serious consideration being given to reasonable adjustments (described below).

If a member of staff does become disabled and falls within the definition of the Act, the organisation has a legal duty to ensure that the person is not treated less favourably unless this can be justified and to take such steps as is reasonable taking into consideration all the circumstances of the case.

The Occupational Health Service can advise on any limitations, risk assessment or restrictions with the line manager, at the place of work.

Human Resources can, if appropriate, carry out a job search and advise on any employment matters e.g. the terms and conditions of service.

The following are steps, which managers may have to take in relation to a member of staff with a disability in order to comply with the provisions of the act.

Reasonable adjustments include:

- Working conditions - work locations, car parking access etc.
- Working time - shorter hours, more frequent breaks etc.
- Job responsibilities - changing responsibilities around.
- Transfer to a different post.
- Facilities - ramps, toilets, equipment etc.

These may be temporary or permanent changes.

SICKNESS ABSENCE PROCEDURE

1. INTRODUCTION

Sickness absence falls into 3 categories; short-term intermittent absence, long-term with a distinct possibility of return or long-term with no immediate possibility of return as defined in section 3 of the policy. Sickness absence will be managed by applying the procedure in accordance with the relevant category of sickness absence.

The manager should make supportive regular contact, during periods of absence, via telephone, letter or, where appropriate, home visits where all parties concerned have agreed this. Staff may also wish to arrange that meetings to take place at alternative venues, other than their home or place of work, this is permissible subject to the agreement of all parties involved. Staff members also have a duty to maintain regular contact with their manager.

Staff are entitled to be accompanied at all formal stages of the procedure by a work place colleague or staff side representative and this should be confirmed in all correspondence. Staff are responsible for arranging with their colleague or staff side representative, their attendance at any meetings that are arranged.

Staff who continually fail to attend sickness absence reviews with their manager or to attend Occupational Health Service appointments/reviews without good reason may be subject to disciplinary action. In such circumstances decisions will be taken on the basis of the information available at the time and could possibly result in the member of staff's contract being terminated. Where this may be necessary, the manager should seek the support of the HR Department. The decision to dismiss a member of staff will be taken by the Chief Executive of the SHA, or a Senior Manager nominated by them for this purpose.

Human Resources can be requested to provide support to staff and managers at any formal stage of the process and must attend all dismissal hearings.

In the event that a decision is made to dismiss a member of staff for health-related reasons, the Manager must be able to demonstrate both to the Appeals Panel and to an Employment Tribunal that:

- The member of staff incurred an unacceptably high level of sickness absence, the rate of which compared unfavourably with other members of staff in the Department, or generally within the SHA;
- The level of absence had an impact on the ability of the member of staff to carry out the terms of their Contract of Employment;

- The member of staff was treated consistently with other staff members and had not been 'singled out';
- The medical investigation was carried out, or every attempt to obtain one had been made;
- The manager had good reason to believe that the absence level was unlikely to improve;
- The manager had explored the possibility of redeployment thoroughly in conjunction with the Occupational Health Service and Human Resources;
- The manager had explored reasonable adjustments to the employees role, working hours, work environment etc. in conjunction with Human Resources and taking account of advice from the Occupational Health Service.
- The consultation with the member of staff took place on a continuous basis throughout the procedure and the member of staff was given the right to be represented;
- That notes were kept of discussions/meetings with the member of staff and that letters confirming these were sent and copies retained on the member of staff's personal file.

The Occupational Health Service is a useful and helpful resource for both managers and staff and can provide information and advice relating to the management and support of health and health related problems at work. Referral can be made at any time. Staff may also self-refer if they wish to seek occupational health advice either as part of, or outside of this policy.

Where it becomes apparent that a referral to the Occupational Health Service is necessary to obtain accurate medical advice and guidance regarding sickness absence, staff will be expected to attend an appointment at the Occupational Health Service, in compliance with a reasonable management request.

2. MEDICAL CERTIFICATION

Staff who are off work because they are unwell should complete a self certification form when their absence is for a period of less than seven days, this period includes weekends. These forms are available from the HR Department.

Where staff are classed as unfit for a period which exceeds seven days, including weekends, they will be required to provide a medical certificate, issued by a medical practitioner.

Medical certificates are required to be consecutive and should cover the whole of the period of sickness absence. Staff are responsible for ensuring

that a current medical certificate is provided to their manager in a timely manner throughout the period of their sickness absence.

3. PROCEDURE FOR MANAGING SHORT-TERM SICKNESS

Formal stages of the procedure may be avoided if in cases of frequent related or unrelated absences Managers discuss their concerns with members of staff promptly. Managers are therefore required to have a brief discussion with the member of staff following any absence from work even if it is only for one day and regardless of whether the reason and frequency of absence is causing concern at that stage. A local record must be made of this.

Where, through regular monitoring of attendance a problem is identified, the member of staff must be alerted to this fact by the Manager as sometimes staff members do not realise how much time they have been absent from work or how this compares to acceptable norms within the organisation.

Where the manager is concerned about the member of staff's sickness absence levels, then the member of staff should be asked to attend an informal meeting as the first stage of the procedure. To help Managers determine when this is appropriate the following action triggers should be considered:

- 6 days sickness absence in short periods during the last 6 months
- 10 days sickness absence in short periods during the last 12 months
- periods of sickness absence (of any duration) in a 13 week period

It may become apparent at any stage of this procedure that there is, or may be, an underlying long-term medical condition which is resulting in short term absences. Where this is the case, a referral should be made to the Occupational Health Service for information and advice. Human Resources can provide support and advice to Managers in relation to the Occupational Health referral.

Where it is confirmed that there is an underlying medical condition, which is causing short-term absence, the manager, should contact Human Resources to seek advice on alternative methods of supporting the member of staff. This may include using some of the support mechanisms in place for managing long-term absence and/or other policies and procedures within the organisation.

Where no underlying medical condition is identified following medical advice Human Resources can advise on appropriate courses of action which in some cases, where no improvement is seen may lead termination of employment.

3.1 Informal Meeting – Stage 1

Managers should arrange to meet a member of staff whose attendance they have identified as being unacceptable, in line with the definitions in section 3 of the policy.

Managers should discuss with the member of staff the reasons for their absence and, if necessary, inform them that their attendance will be reviewed again over a period not exceeding three months. This discussion should include ways of supporting the member of staff where this is considered appropriate. This may include referral to other Yorkshire and the Humber SHA policies.

A decision may be taken to refer the individual to the Occupational Health Service for further advice and the manager should inform them of this before making the referral.

The member of staff should be informed that a lack of improvement in their attendance may lead to the formal stage of the procedure being applied.

The details of this informal meeting together with the duration of the review period should be confirmed in writing to the member of staff and a copy of the letter retained by the manager.

If the required improvement has been achieved at the end of the review period, no further action is necessary and this should be confirmed in writing with the member of staff.

If during the review period it is evident through further sickness absence, that the required improvement has not been achieved, the manager should implement the next stage of the procedure. It is not necessary to wait until the end of the review period to initiate this unless the circumstances suggest otherwise. At this stage, the manager should inform Human Resources of their intention to instigate the formal procedure and discuss whether any support or advice is required.

3.2 Formal Meeting – Stage 2

Where a formal meeting is required, a letter should be sent to the member of staff confirming the date and time of the meeting and advising them that they are entitled to bring with them a workplace colleague or staff side representative to the meeting. A minimum of 5 working days notice should be given of the date and time of the formal meeting.

The manager should discuss the reasons for absence with the member of staff, informing them that their attendance will be monitored and that an immediate and sustained improvement in their attendance is required over an agreed monitoring period. The monitoring period should not exceed 3 months but this may be extended following an appropriate review meeting being held.

If the member of staff advises that related health issues are the reason for absence, then the manager should discuss a referral to the Occupational Health Service for advice and support.

The member of staff should be informed at this meeting that a lack of improvement in attendance will result in their absence being managed under stage 3 of this procedure.

The manager should record the details of the formal meeting, including the duration of the review period and any occupational health referral, and confirm these details in writing with the member of staff, retaining a copy of this letter for their own records.

At the end of the review period a further meeting should be held with the member of staff. If the required improvement in attendance has been achieved, this should be confirmed in writing to the member of staff and the process will cease at this stage.

Where the required improvement is not evident, managers should then move to the next stage of the procedure, which is a further formal meeting at stage 3.

3.3 Formal Meeting – Stage 3

Managers should go through the same procedure as detailed in stage 2 above.

At this meeting the member of staff should be advised that, if the required improvement is not evident, a decision might be taken to terminate their contract of employment under stage 4 of this procedure.

The manager should record the details of the formal meeting, including the duration of the review period and any occupational health referral, and confirm these details in writing with the member of staff, retaining a copy of this letter for their own records.

Where the required improvement in attendance has not been achieved, the manager should explain that the next stage of the procedure would be to consider dismissal.

3.4 Dismissal – Stage 4

The manager must seek the support of Human Resources before arranging a formal meeting at stage 4.

This meeting will be held in the presence of the Chief Executive of the SHA, or a senior manager nominated by them, who has the authority to dismiss and who will be advised by Human Resources.

The manager will present the facts of the case in relation to the member of staff's sickness absence and will give details of the actions taken up to that point in trying to achieve a satisfactory attendance record. This should include an up to date assessment of the member of staff by the Occupational Health Service.

The member of staff will have the opportunity at this meeting to present their response in relation to the actions that have been taken to date and present any mitigating factors or information that are relevant to the case.

On hearing the information from both the manager and the member of staff, the Chief Executive or nominated senior manager will make a decision on the continuation of the member of staff's contract of employment. If the decision is made to dismiss the member of staff at this meeting, the member of staff will be advised verbally and informed of their entitlements on termination of their contract. The outcome of this meeting will be confirmed to the member of staff in writing no later than 3 working days after the meeting and this must include details of the right of appeal as detailed in section 5 of this procedure.

The Chief Executive, or nominated senior manager, may make a decision at this stage not to dismiss but to seek further advice or information or set a further final review period. Should this be the decision, the member of staff will be informed verbally. This will again be confirmed in writing to the member of staff not later than 3 working days after the meeting.

4. PROCEDURE FOR MANAGING LONG TERM SICKNESS ABSENCE

Following an absence of 4 weeks, and if further time off is anticipated, the manager may refer the member of staff to the Occupational Health Service, seeking advice as necessary. In some cases, the manager may take the decision to refer a member of staff with less than 4 weeks absence and advice in relation to this may be sought from Human Resources.

The manager should explain to the member of staff, prior to referral, that a referral will be made and also detail their entitlement to see any subsequent report produced by the occupational health physician or nurse advisor.

The manager should arrange to meet with the employee to discuss any reports produced by the Occupational Health Service and their advice regarding their return to work.

If the Occupational Health Service advises of a serious condition, the manager should discuss the implications with the occupational health physician. In some cases a member of staff's condition may be managed with suitable adjustments allowing the possibility of a return to work.

Where the absence continues and/or the Occupational Health Service indicate a requirement for periodic review, careful monitoring should take place. The manager should maintain regular contact with the member of staff during periods of absence. Where the absence extends beyond a 6 month period, then a detailed report should be sought from the Occupational Health Service, using the referral form.

The manager should keep Human Resources informed of any action taken in relation to managing long-term absence and seek advice/support as necessary during the process.

4.1 Occupational Health recommends restricted or altered duties

The Occupational Health Service may make a recommendation to alter or restrict the duties of a member of staff as a way of enabling them to return to work. If this is the case, the manager and the SHA will make every effort to comply with this request. There is no obligation to create a new role. The manager should seek advice from Human Resources, the Occupational Health Service and any other appropriate department in attempting to carry out the recommendations.

4.2 Occupational Health recommends a phased return to work

The Occupational Health Service may recommend that a phased return would be appropriate in assisting the member of staff in order to return to their role, to ease them back into working normal contracted hours. The Occupational Health Service will provide advice and support in formulating a plan with the manager and the member of staff to facilitate this. Human Resources can advise on how a phased return should be managed. It may be appropriate to negotiate an arrangement using annual leave to support this process.

4.3 Member of staff unlikely to return in the foreseeable future

Where the Occupational Health Service advises that the individual is unlikely to return to work in the foreseeable future then a decision may be made to fairly dismiss the member of staff on the grounds of ill-health. The manager should discuss the situation with the occupational health physician and take advice from Human Resources prior to taking any action in respect of dismissal on the grounds of ill health.

The manager should make arrangements to meet with the member of staff at the earliest opportunity regarding the Occupational Health Service report and discuss possible options with the member of staff. The options available at this stage in the procedure are as follows:

- Redeployment on the grounds of ill-health capability, to an alternative role within Yorkshire and the Humber SHA.
- Dismissal on the grounds of capability due to ill health.

- Dismissal on the grounds of capability due to ill health and the award of an ill health retirement pension. Staff should be aware that the final decision regarding the award of an ill health retirement pension is made by the NHS Pensions Agency, not the SHA although support will be provided in submitting the application.

The manager must seek the support of Human Resources before arranging a formal meeting to consider dismissal on the grounds of ill health.

This meeting will be held in the presence of the Chief Executive or nominated senior manager who has the authority to dismiss and who will be advised by Human Resources.

The manager will present the facts of the case in relation to the member of staff's sickness absence and will give details of the actions taken up to that point. This should include an up to date assessment of the member of staff by the Occupational Health Service.

The member of staff will have the opportunity at this meeting to present their response in relation to the actions that have been taken to date and present any mitigating factors or information that are relevant to the case.

On hearing the information from both the manager and the member of staff, the Chief Executive or nominated senior manager will make a decision on the continuation of the member of staff's contract of employment. If the decision is made to dismiss the member of staff at this meeting, the member of staff will be advised verbally and informed of their entitlements on termination of their contract. The outcome of this meeting will be confirmed to the member of staff in writing no later than 3 working days after the meeting and this must include details of the right of appeal as detailed in section 5 of this procedure.

The Chief Executive or nominated senior manager may make a decision at this stage not to dismiss but to seek further advice or information or set a further final review period. Should this be the decision, the member of staff will be informed verbally. This will again be confirmed in writing to the member of staff not later than 3 working days after the meeting.

5. APPEALS

All members of staff who are dismissed on the grounds of poor attendance or ill health are entitled to appeal against the decision.

Where a member of staff wishes to appeal, full reasons for the appeal should be made in writing to the appropriate Executive Director or in circumstances where this Director is the dismissing officer, the Chief Executive, within 10 working days of the date of the letter confirming the decision to dismiss.

On receipt of this letter arrangements will be made to hold an appeal hearing, usually this will be within 21 working days of receipt of the letter of appeal.

Appeals will normally be heard by the Chief Executive of Yorkshire and the Humber SHA. However, where the Chief Executive is the dismissing officer, the appeal will be heard by the Chair or a Non-Executive Director, nominated by them.

There is no right of appeal (except as provided for by employment legislation) beyond this single stage appeal, nor can appeals against action taken under this procedure be treated as a "grievance" under any other procedure.

EMPLOYEE'S RESPONSIBILITIES

1. REPORTING – FIRST DAY OF ABSENCE

If prevented from attending work for any reason, you or a friend or relative acting on your behalf should notify your Manager not later than 10.00am on the morning of the first day of absence. If your Manager is not available you should report to a more Senior Manager or another Senior Manager in the department. If you are unable to contact your Manager or any other Manager or Person nominated by your Director you must inform Human Resources.

It is essential that when you report illness you provide details of the nature of the illness, when the illness began (even if over a weekend), the likely duration of the absence and whether the absence is due to an industrial injury.

If the information on your illness is sensitive and you wish it to be kept confidential, details may be given to a more Senior Manager or to Human Resources.

DO NOT LEAVE A MESSAGE ON A VOICEMAIL SYSTEM, AS THE MESSAGE MAY NOT BE PICKED UP.

Your manager will then report your absence to Human Resources.

2. INDIVIDUAL ACTION IF ABSENCE IS BETWEEN 1 AND 7 CALENDAR DAYS

You are required to complete a Confirmation of Sickness Absence form (see Appendix 4) on return to duty and hand this to your manager immediately, who will complete the relevant section - copy attached. This form must be forwarded to Human Resources without delay.

3. INDIVIDUAL ACTION IF THE ABSENCE LASTS FOR MORE THAN 7 CALENDAR DAYS

From the eighth day of sickness absence you must obtain from your doctor a medical certificate and forward this, in confidence, to your Head of Department/Manager. Form MED3 issued by General Practitioners continues to be available free of charge. Private medical certificates are also available but you must meet the cost. For hospital inpatients, Form MED10 is issued free of charge. These certificates will need to be submitted at regular intervals for the whole of your illness.

On your return to work you must complete a confirmation of sickness absence form and your manager will discuss your absence with you and will complete the relevant section on the Confirmation of Sickness Absence form. The form should then be sent to Human Resources.

4. INDUSTRIAL INJURY OR DISEASE

If you consider yourself to be absent through industrial injury or disease you should obtain a certificate of registration from the Benefits Agency and forward it to Human Resources, in confidence. It will be returned to you in due course.

This is the only method by which your status under the Industrial Injury/Disease regulations will be known. This could subsequently affect your ability to claim for incapacity or invalidity pension.

It is important that absent members of staff are aware of the importance of dealing promptly with sickness certificates as failure to do so may result in delay or loss of payment.

The NHS Occupational Sick Pay Scheme is a valuable benefit for staff suffering from ill health. The details are governed by the terms set out in the Agenda for Change Terms and Conditions Handbook. The length and amount of payment varies dependent upon length of service (see table below). Statutory Sick Pay (SSP) is included with Occupational Sick Pay and will be shown on payslips as SSP included. Failure to comply with the agreed procedures may result in you being ineligible to receive Occupational Sick Pay. It should be noted that payment is calculated on a 12 month rolling basis taking account of any sickness absence during the previous 12 month period.

5. OCCUPATIONAL SICK PAY ALLOWANCE

During first year of service - One months full pay and (after completing four months service) - two months half pay.

During second year of service - Two months full pay and two months half pay.

During third year of service - Four months full pay and four months half pay.

During fourth and fifth years of service - Five months full pay and five months half pay.

After five years service - Six months full pay and six months half pay.

The employing authority may at any time require an officer who is unable to perform his/her duties as a consequence of illness to undergo a medical examination.

Abuse of the scheme and / or failure to follow procedures may result in forfeiture of the right to payment of the Occupational Sick Pay Allowance and disciplinary action.

CONFIRMATION OF SICKNESS ABSENCE

Section 1. To be completed by individual (see notes overleaf)

Surname _____ Forename(s) _____

Post _____

Directorate _____

Date illness

If you attended work and were sent home please state

Reason for

(please note the word 'Sickness' is not sufficient)

Date illness finished

Date returned to duty *

*if not immediately after illness finished please give reasons (e.g. weekend/holiday)

Was absence due to an industrial injury?

YES /NO

Signed _____

Date

Section 2. To be completed by Manager on individuals return to duty (see notes overleaf)

Comment _____

Signature _____

Date

Name _____

THIS FORM MUST BE FORWARDED TO HUMAN RESOURCES IMMEDIATELY

NOTES FOR GUIDANCE

Notes for Manager

1. To be given to staff member on return to duty.
2. To be completed immediately or as soon as practicable after the individual returns to duty.
3. To be returned to the Personnel Manager within your Human Resources Department without undue delay.

Notes for Staff

1. To be completed by individual on return to duty for every period of sickness absence irrespective of number of days absence