



TITLE	REF	VERSION
Sickness Absence Procedure	HRPRO003	1.0

DEPARTMENT	Group HR
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Conduct routine "return-to-work meetings". Each time an employee returns to work following a short-term absence, their Line Manager should speak to the employee about the absence and the reason for it in a fair and factual way. This approach will alert the employee to the fact that the situation is being monitored and will potentially deter casual absences. The Line Manager should be supportive towards the employee and, where appropriate, seek to identify way-25(M)-3(an)3(ag)3(e)13(r)-3()-25(s)11(ho)3(ul)6(d

Attend a meeting with their Line Manager on return to work to discuss the absence and the reason for it. One of the purposes of this meeting will be to establish whether or not the Line Manager can provide any support to the employee that could facilitate attendance at work in the future (for example, if the employee's absence was in any way work related).

The employee should complete, along with their Line Manager a Return to Work Sickness Absence Form, on return to work for all periods of sickness absence.

Provide

8.0 Sick Payments on Termination of Employment

8.1 The Organisation reserves the right to terminate employment before the entitlement to OSP or SSP has expired, where there are exceptional circumstances (such as little realistic prospect of the employee returning to work) and all other options have been exhausted.

9.0 Allowances and Benefits to be offset against Occupational Sick Pay

9.1 The following allowances will be offset against any entitlement to full pay:

The gross amount of Statutory Sick Pay receivable under the Social Security Contributions and Benefits Act 1992;

The amount of incapacity benefits and SSP receivable as defined under the National Insurance Acts and Regulations and the Social Security (Incapacity for Work) Act 1994;

9.2 All employees are obliged to declare to Activate Learning their entitlement to any benefits. If the employee fails to do so, Activate Learning will be entitled to deduct the maximum such benefit obtainable.

10.0 Medical and Health Appointments

10.1 Employees are allowed to attend routine medical or dental appointments. In such situations, it is reasonably requested that employees makes their Doctor and Dentist ap()-t 842.04 4

fully inform the employee of their rights under the Access to Medical Reports Act 1988, their rights under the Data Protection Act 2018 and their permission will be sought for the report to be obtained.

- 13.3 Where the employee has any queries on their rights under the Access to Medical Reports Act 1988 and/or Data Protection Act 2018 or the procedure to be followed, they should contact the HR Department. When requesting a report, Occupational Health/the organisation will provide the Doctor/Specialist with as much information as possible on the role of the employee and explain why the report is being sought.

Activate Learning will provide the Doctor/Specialist with:

the employee's signed form consenting to the request to seek a medical report;
confirmation that the employee is aware of their rights under the Access to Medical Reports Act 1988 and/or Data Protection Act 2018;
details of the major features of the employee's job, and
information on the employee's absence record relevant to the condition seeking advice about

Modifying written materials;
Changing the physical access at work;
Reduction

Any actions which the employee has agreed to take in order to achieve the required attendance level
A clear statement that if the employee does not achieve and sustain the required attendance level their employment will be terminated by reason of your capability
The employee's right to appeal against the warning and how to make an appeal

- 17.3 A copy of the written warning and accumulative final written warning as a result, will be kept on the employee's file, during the period whereby the warning is live/valid. The final written warning will be current for a period of eighteen months. After the period of eighteen months has lapsed, the warning becomes null and void.

19.1 The employee

appropriate, for extension of the phased return. If the employee has returned on less than their contractual hours, they may use their OSP entitlement for their non-working hours during this time. If OSP has been exhausted then the employee will receive payment for the hours that they work only, during their phased return.

19.6 If an employee refuses to sign a consent form, or to attend an appointment with the Occupational Health service, a decision about their employment may need to be taken without the benefit of medical advice.

19.7

“Formal review period” means a defined period during which an employee is required to show an improvement in their sickness absence levels under the Organisation’s policy

“SSP” means Statutory Sick Pay.

“OSP” means Occupational Sick Pay.

“RTW” means Return to Work

“OH” means Occupational Health

References

Disciplinary Procedure

Capability Procedure

Appendices

Appendix 1 - Return to Work Form

Sickness Absence Return-to-Work Form					
Employee's Name					
Location					
Line Manager's Name					
Dates of Absence; From		To		Total No of Days	
Reason given for absence:					
Has the Employee sought medical advice concerning this period of absence?					
Medical certificate given? Y/N (attach when provided)					
Is any support					