

Trigger Points for Persistent Short Term Sickness Absence

There are three formal stages and four trigger points confirming the number of absences required to hit triggers.

Disability related absences will initially be counted for trigger purposes. However, triggers may be relaxed after advice from Occupational Health.

The Stages and Trigger points are:

Trigger Points	Stages
2 absences within a 6 month rolling period	Support Stage
4 absences within a 8 month rolling period (or additional absence of 6 days plus)	Stage 1 Written Caution
6 absences within a 10 rolling month period (or additional absence of 6 days plus)	Stage 2 Final Written Caution
8 absences in any rolling 14 month period (or additional absence of 6 days plus)	Stage 3 Potential Termination

Please note that each stage may also be triggered if an unacceptable pattern of absence is identified which is causing concern.

Addressing abuse of the sickness procedure

Whilst most cases of sickness absence are justified and legitimate, there are cases where some members of staff misuse and abuse the system, which has a direct impact on money and resources. Abuse of the system will not be tolerated and careful monitoring of any trends will be alerted.

Sick pay may be suspended if anyone is found to be:

- Abusing the sickness absence policy
- Fails to provide relevant certification in the stated timescales
- Refuses to attend an OH appointment/ fails to attend OH appointment without prior notice
- Fails to report sickness on the days/times specified by the manager

This list is not exhaustive

More information

The full Policy can be found on the Council's Intranet System – reference number – **1.CM.049** or alternatively, if you don't have access to a computer ask to your line manager.

If you have any concerns or queries regarding your own sickness record, we advise that you speak to your immediate line manager as soon as possible, or alternatively, seek advice from your HR People Service representative on **hrpeopleservices@cardiff.gov.uk** or telephone **2087 2222**.

Cardiff Council

The Attendance and Wellbeing Policy



hrpeopleservices@cardiff.gov.uk



Introduction to the Attendance and Wellbeing Policy

The Council's Attendance and Wellbeing Policy is for all employees and managers. The policy covers the following essential elements:

- Sickness absence procedure
- Special leave scheme
- Critical illness policy
- Terminal illness process
- Guidance in relation to mental health and reasonable adjustments – these are designed to raise awareness as well as support managers and employees

The policy provides a framework for all managers including Head Teachers to fairly, consistently and proactively manage your sickness absence. Your wellbeing will also be more effectively monitored against your sickness absence by your line manager. The policy will be commended to School Governing Bodies.

The full Policy can be found on the Council's Intranet System – reference number – **1.CM.049** or alternatively, if you don't have access to a computer ask to your line manager.

Your wellbeing is important to us

The Council is actively promoting and encouraging wellbeing at work. Any problems directly affecting wellbeing will continue to be addressed, as will a proactive approach to identifying ways in which levels can be improved.

The Council has in place a number of policies, services and initiatives designed to support your wellbeing, including:

- Occupational Health Service
- Employee Counselling Service
- Work Life Balance Policies
- A range of health and wellbeing initiatives are available throughout the year to support employees

Special Leave

The changes made to the Special Leave Scheme are designed to strengthen and provide clarity on the current policy, with important changes being made to:

- Bereavement Leave
- Domestic/ Personal Emergencies
- Personal/ Medical Appointments
- Dependent appointments

Details of these changes are available from the full policy document **1.CM.049**

Sickness Absence – what you need to do if you are on sick leave?

Notify your manager of your sickness

1st day - on the first day of absence, you must contact your manager or nominated representative as soon as possible, by the time stated by your manager. You will need to confirm with your manager the reason why you will be absent, nature of the illness and any outstanding work commitments.

2nd – 5th day you must maintain contact with your line manager for the next 4 working days, although this can be varied by your manager depending on the information received on 1st day.

More than 7 calendar days - a statement of fitness for work will be required from your GP.

The process when you return back to work

Return to Work Interview

Your return to work is an important part of the sickness absence process. No matter how many days you have been absent your manager must meet with you and carry out a return to work interview with you, ideally on the day of return and no later than three days after your return (unless your work pattern states otherwise). The purpose of this return to work interview is to provide you and your manager with the opportunity to:

- Discuss any concerns about your health, wellbeing, recovery or overall attendance
- Bring you up to date on any work related issues and developments that may have occurred during your period of absence
- Consider any reasonable adjustments you may need

This is also an opportunity for you to discuss any concerns you may have, which have had a direct impact on your sickness. The Return to Work Interview will be recorded and signed by both you and your manager during the interview, or the record can be input directly onto DigiGov.

Long Term Absence (continuous absence of 4 weeks or more)

A specialist Central Sickness Management Team within HR People Services will take on the responsibility for the case management of all sickness absence longer than four weeks in duration and for all stress related cases. The team will also arrange appropriate referral to Occupational Health.

Whilst this team will manage the process for these sickness cases, managers/ Head teachers will continue to have responsibility for the employee throughout the absence and must attend contact visits, case conferences and any hearings required.

A contact visit will be arranged by the manager when an employee has been absent for 2 weeks. This may take place at the employee's home, in the workplace, or alternative arrangements can be made to use another venue. After this, visits will be arranged every six weeks by the Central Sickness Management team. A Trade Union representative can be present if the employee wishes.

All long term sickness absences will be referred to the Council's Occupational Health Service following the first contact visit.

Automatic referrals will be made for sickness absences related to work related stress, industrial injury or occupational ill health. The Council's Occupational Health Advisor will give a medical opinion on your fitness for work, estimated return date and any rehabilitation that may need to be undertaken, which could include a phased return.