

Cardiff Council

Employee Attendance and Wellbeing



The Council's Health & Wellbeing Directory provides information on:

Employee Networks
Mental Health and Wellbeing
Physical Activity and Nutrition
Support Services
Long Term Illness
Terminal Illness
Work Life Balance
Trade Unions
Smoking

Your wellbeing and maintaining good attendance at work is important to us.

hrpeopleservices@cardiff.gov.uk

 **029 2087 2222**

Through the Health and Wellbeing Strategy 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 attendance levels can be improved.

The Attendance and Wellbeing Policy and New Guidance Documents

The Council's Attendance and Wellbeing Policy applies to all employees. It is a framework for all managers to fairly, consistently and proactively manage your sickness absence and address any wellbeing concerns.

The Policy can be found on the intranet in the HR A to Z, but if you don't have access to a computer, speak to your line manager.

A new **Employee Guidance Document** has been developed to provide you with all of the information you need if you have health concerns which may be impacting on your attendance at work. The new **Manager Guidance Document** will assist your manager in their role if you are experiencing ill health, and it provides information on the consideration of reasonable adjustments which may enable you to remain in work, rather than be absent. It is important that you talk to your manager if you have health concerns that may be supported by reasonable adjustments.

What you need to do if you are absent from work due to illness

Notify your manager of your sickness

1st 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 are absent, the nature of the illness and any outstanding work commitments.

2nd to 5th day of absence:

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 the first day.

More than 7 calendar days:

A statement of fitness for work will be required from your GP.

What happens when you return to work

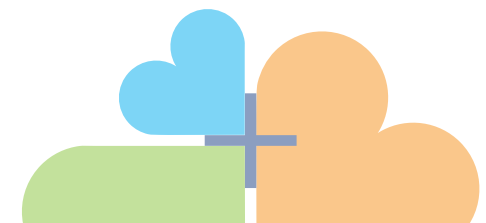
Return-to-Work Interview

Your Return-to-Work Interview 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 requires 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 also provides 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 four weeks or more)

HR People Services will support managers when an absence is considered to be long term.

A **Contact Meeting** will be arranged by the manager when an employee has been absent for two weeks. This will usually take place in the workplace, or alternative arrangements can be made to use another venue.

After this, Contact Meetings will be arranged every six weeks. A Trade Union representative can be present if the employee wishes.

Case Conferences will take place if your absence reaches **12 weeks** and **24 weeks**. The Case Conference will be chaired by the manager, with the employee, a Trade Union representative (if required), HR People Services, and Occupational Health (if appropriate), in attendance. The Employee Guidance Document explains what will be discussed at the Case Conference.

If you are absent owing to sickness, you may be referred to Occupational Health for a medical examination at any stage. Your manager must discuss the referral with you.

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.

Persistent Absence Triggers

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

Absences covered by the Equality Act will count for trigger purposes. However, depending on medical advice, reasonable adjustments may be made to the triggers. This will be discussed in consultation with Occupational Health and HR People Services.

The Stages and Trigger points are:

Trigger Points	Support Stages
(a) 2 absences within 6 months rolling period; or (b) the pattern of absence is likely to lead to or is already causing difficulties	Initial Support Stage No further absences within a rolling 8 months or the pattern of absence causes concern
(a) 4 absences within 8 month rolling period; or (b) 1 additional absence of 6 calendar days or more , within an 8 month period; or (c) the pattern of absence is likely to lead to or is already causing difficulties	Formal Support Stage 1 Written Caution: Remain valid for 12 months Right of appeal with representation and HR People Services
(a) 6 absences within 10 month rolling period; or (b) 1 additional absence of 6 days or more within the period of Stage 1; or (c) an absence pattern emerges which causes concern; or (d) you fail to achieve and sustain the required improvement during the period of the improvement notice i.e. you have further 2 absences	Formal Support Stage 2 Final Written Caution: Remain valid for 18 months Right of appeal with representation and HR People Services
(a) 8 absences in any rolling 14 month period; or (b) 1 additional absence of 6 days or more within the period of the Stage 2; or (c) an absence pattern emerges which causes concern; or (d) you fail to achieve and sustain the required improvement during the period of the improvement notice i.e. you have further 2 absences	Stage 3 - Potential Termination of Employment A formal absence review hearing is required with a right of appeal

Your **line manager** will carry out the **informal support stage**. The **formal stages** must be carried out by the **next level of management**. Where this is not practical, formal stages may be carried out by a manager of an equivalent grade to the manager who carried out the informal stage.

A different manager will carry out Stage 3. This is designed to ensure that your line manager can maintain a supportive role to help you achieve and maintain acceptable levels of attendance.

Abuse of the sickness procedure

Whilst most cases of sickness absence are justified and legitimate, a misuse or abuse of the procedure will have a direct impact on colleagues, budget and service delivery. Any form of abuse of this procedure will not be tolerated and will be dealt with under the Council's Disciplinary Policy.

Sick Pay may be suspended if an employee:

- Is found to be abusing the Attendance and Wellbeing Policy
- Fails to provide relevant certification in the required timescales
- Refuses to attend an Occupational Health appointment, or fails to attend an Occupational Health appointment without prior notice
- Fails to report sickness on the days and by the times specified by the manager

These are just some examples, and other factors may also result in Sick Pay being suspended.

More information

If you have any concerns or queries regarding your own health or your attendance record, we advise that you speak to your immediate line manager as soon as possible. You can also seek advice from HR People Services, either by emailing hrpeopleservices@cardiff.gov.uk or calling **029 2087 2222**.

We are supported by:

- A comprehensive range of **HR Policies, Procedures and Guidance** documents in the HR A to Z, including the Attendance & Wellbeing Policy
- The **Employee Assistant Programme** (Care First)
- The **Occupational Health Service** and the **Employee Counselling Service**
- A range of health and wellbeing initiatives available throughout the year to support employees

