

Policy Section	Cardiff Council Policy	GLL Policy
Introduction	Emphasis on well-being of employees and taking a positive approach to attendance through work life balance, health promotion and assistance to employees.	Emphasis of the policy on “ <i>Due regard must... be given to the needs of the business and its customers as sickness absence disrupts service delivery and places an additional burden on other employees</i> ”
Purpose of Policy	To “ <i>help and encourage all employees to achieve and maintain acceptable standards of attendance</i> ”.	To “ <i>encourage employees to maximise their attendance at work</i> ”.
Flexible working and Special Leave Provisions	Provision for flexible working and a variety of special leave provision (detailed within Leave Policy)	No flexible working arrangements due to the nature of service – shift work. Allows for swapping of schedules and a limited degree of special arrangements agreed with Managers. Some provision for special leave that requires specified notice periods.
Employee Responsibilities	Attending work on a regular basis in accordance with contract of employment.	Attending work when they are fit to do so and not allowing minor ailments to affect their attendance negatively.
Management Responsibilities	Recording and accessing information regarding policy compliance by their direct reports via DigiGov and ensuring that non- compliance is addressed.	Recording and monitoring of all periods of sickness absence. Reporting of infectious diseases related to sickness absence. Completing a form monthly and submitting to HR Employee Services team by the specified deadline.
HR responsibilities	Review and monitor sickness cases and support managers to undertake any remedial action. Support line managers to manage sickness cases of 4 weeks plus and cases of absence due to stress	Key role for HR team to analyse the sickness absence information on a regular basis in order to identify employees with high levels of absence or patterns of absence, which may be a cause for concern. HR discuss cases with managers where

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Absence Definition	often attributable to unconnected, minor ailments.	(normally one or more periods of absence totaling 8 days or less)
Long-term Sickness Absence Definition	Long-term sickness absence is defined as continuous sickness of four weeks or more.	Long-term sickness absences are defined as absences lasting more than 20 days (where days equal missed day or night shifts)
Sickness Notification	Employee must contact the relevant manager or nominated representative by telephone as soon as possible on the first day of absence before the scheduled start time. Must maintain this contact each day or until a Statement of Fitness for Work from the General Practitioner is submitted.	Employee is required to contact their manager or another senior manager before their shift starts and before 10am regardless of their scheduled start time. Required to telephone before 10am on each day of absence if sickness continues and provide Employee Statement of Sickness after 3 calendar days.
Certification Less than 7 days absence	Self-certification 1-7 days maintain contact no written form until 8th day. No requirement to submit self-certification. However, the RTW Interview Form requires employees to sign the declaration that the absence information is correct. Statement of Fitness for Work will be required on the 8 th day of absence.	Up to 3 calendar days, no written certification required. On 4-7 calendar days written self-certificate – Employee Statement of Sickness required on return to work.
More than 7 days of absence	Statement of Fitness for Work (medical certificate) required on 8th day of absence.	Statement of Fitness for work (medical certificate) is required on 8th day of absence.
Sickness while at work as part of the day	Sickness absences of less than a full day will count as a full day's absence	When employee has been at work for more than 4 hours their absence will not be classified as sickness absence.
Short!!!!!!		

[illegible]

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	<p>Stage 2 warning, i.e. 18 months;;, i.e. they have 2 further absences in a six month period an absence pattern emerges which causes concern.</p> <p>Employee will be invited to a formal Stage 3 interview in the form of a hearing. Decision of possible termination of employment will be discussed and employee notified of their right of appeal.</p>	
Management of Short-term sickness absence	<p>Managers to take action in line with short-term absence triggers or when there is a pattern of absence causing concern. Managers can escalate the employee to the next trigger stage when deemed appropriate.</p>	<p>HR will discuss with the manager, and take action where the employee has exceeded the thresholds, and a decision will be taken whether to monitor the attendance of that specific employee for a further specified period.</p> <p>Where there are grounds to believe that the employee's absence was not genuinely caused by sickness or injury, and is potential misconduct an investigation will be conducted in accordance with the company's disciplinary policy.</p>
Long term sickness management	<p>A central sickness team in HR People Services will support the management of any sickness cases that go beyond 4 weeks. HR People Services will lead on the management of the case.</p> <p>Contact meeting made by manager when the employee reaches 2 weeks of sickness absence. Thereafter meetings will be coordinated by HR People Services on a regular basis (at least every 6 weeks), attended also by the manager.</p>	<p>Where an employee has been absent from work due to sickness for a period of 20 days or more, or where an underlying health condition that is causing high levels of absence has been identified, manager will review the advice provided in the Statement(s) of Fitness for Work and any further information provided by the employee. If the employee is likely to be fit to return to work within the next 8 weeks, the manager will discuss with employee how they can be best in their safe return to</p>

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	<p>At the first contact meeting employees are advised that a medical referral to Occupational Health may be required. For work related stress, manager and HR People Services will meet with employee and stress risk assessment will be explored.</p> <p>Where an individual refuses to attend an appointment, the <u>Disciplinary Policy</u> will be invoked.</p> <p>Where an employee is considered “unfit to return to work for the foreseeable future” as recommended by Occupational Health (Option 4), HR People Services, in conjunction with the manager, will initiate proceedings to consider dismissal on the grounds of long-term ill health.</p> <p>Dismissal considered by Senior Manager.</p>	<p>work. Maybe referred to an Occupational Health Clinician if their advice would be helpful.</p> <p>Where an employee is unlikely to be fit to return to work within the next 8 weeks, they will be invited to attend an Informal Absence Review Meeting.</p> <p>Where no reasonable adjustment can be made to enable the employee to return to work, or if the agreed attendance targets have not been met, the employee will be invited to a Formal Absence Review meeting to decide on further action that needs to be taken, and will consider dismissal of the employee.</p> <p>Where dismissal may be a possible outcome of the review hearing, the panel will normally be chaired by two senior independent managers and supported by a HR representative.</p>								
Occupational Health Report	Occupational Health endeavours to review an employee within 10 working days of referral and where possible submit a medical report within 5 working days of examination.	<p>Occupational health report provided within 24-48 hours of appointment.</p> <p>Employee will be charged cost of occupational health assessment if employee fails to attend scheduled appointment.</p>								
Payment during Sickness absence	<table border="1"> <thead> <tr> <th>Length of service</th><th>Full pay</th><th>Half Pay</th></tr> </thead> <tbody> <tr> <td>1st year</td><td>1 month pay (26</td><td></td></tr> </tbody> </table>	Length of service	Full pay	Half Pay	1 st year	1 month pay (26		<table border="1"> <thead> <tr> <th>Length of service</th><th>Basic Pay (months)</th></tr></thead></table>	Length of service	Basic Pay (months)
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Policy Section	Cardiff Council Policy			GLL Policy		
		days)		1 year+	2	2
	1st year+ 4 months	1 month (26 days)	2 months (52 days)	2 years+	4	4
	2 nd year	2 months (52 days)	2 months (52 days)	3 years+	5	5
	3 rd year	4 months (104 days)	4 months (104 days)	5 years+	6	6
	4 th and 5 th year of service	5 months (130 days)	5 months (130 days)			
	After 5 years	6 months (156 days)	6 months (156 days)			
	<p>Sick pay can be suspended if an employee fails to comply fully with the procedure and any local reporting arrangements including attendance at any occupational health appointments or contact meetings. (4.34)</p>			<p>Payment stopped if employee fails to comply with reporting and certification procedures</p> <p>Employees will not be entitled to sick pay if the period of sickness absence begins while the employee is subject to disciplinary procedure.</p> <p>GLL can vary the amount of sick pay and extend the periods of full and half pay at its discretion.</p> <p>If the manager believes that an employee's absence was not genuinely caused by sickness or injury, the matter may need to be referred to the company's disciplinary policy and the employee could be asked to repay any sickness payments made to them and may receive a formal warning.</p> <p>The calculation of sick pay entitlement will include!!!!!!!!!!!</p>		

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Return to work interviews	<p>RTW should be on the day of return or no later than 3 days following the return to work.</p> <p>Manager to advise on the possibility of the employee hitting an absence trigger. Advise the employee of the help available through <u>Employee Counselling Service</u> or the Council's <u>Stress Management Policy</u> and any other appropriate policies.</p>	<p>RTW meeting should take place on the employee's first day back at work or within 3 calendar days of the employee's return.</p> <p>Manager will remind employees of the support service available from the Employee Assistance Programme, which offers information, advice and the services of qualified counsellors</p> <p>RTW as a way of determining or validating reasons for sickness absence</p>
Attendance at Occupational Health appointments	<p>Employee to notify the Occupational Health Service at the earliest opportunity and no less than 3 working days prior if they are unable to attend an appointment. Failure to attend 2 appointments or refusal to attend will result in a stoppage of pay and disciplinary action may be taken.</p>	<p>GLL will meet any costs associated with the medical examination. However, if the employee fails to keep an appointment which they have agreed, and are unable to provide a satisfactory explanation, the employee will be required to pay the full cost of the referral.</p>
Referral to Occupational Health	<p>All employees on long term sickness absence should be advised at the first contact meeting that a medical referral to the Council's Occupational Health Service may take place. A referral must take place when employees hit Stage 2 of the short term triggers.</p>	<p>Following an informal review meeting, employee may be referred to Occupational Health.</p> <p>During long term absence - and where it is advised that the employee is likely to be fit to return to work within the next 8 weeks, the employee may be referred to an Occupational Health clinician if their advice would be helpful, or, if absence is expected</p>

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	period for any phased return will be 2 months.	