

## COMPARISON WITH MERTHYR TYDFIL COUNTY BOROUGH COUNCIL'S SICKNESS PROCEDURE

The table below shows a comparison in sickness policy and procedure between Cardiff Council and Merthyr Tydfil County Borough Council.

	Cardiff Council	Merthyr Tydfil Council
<b>Headcount</b>	6,205 (excluding schools)	<b>951</b> (excluding schools)
<b>Total FTE days lost per person</b>	10.77 days	5.5 days
<b>Waste Management</b>	In house	In house
<b>Key priority as stated in policy</b>	Committed to help prevent and reduce absence levels	<b>Target of reducing sickness</b> absence to below 3% and reduce cost and impact to service delivery
<b>Notification procedures</b>	Telephone contact every day for the first 5 days usually before the scheduled start time or until a Statement of Fitness is submitted - scope to vary reporting arrangements	Telephone contact every day no later than one hour after their normal start time for the first 5 working days (pro-rata'd)
<b>Triggers</b>	<p>Informal stage (2 absence within 6 months)  Stage 1 - Formal First Written (4 absences in 8 months)  Stage 2 - Final Written Caution (6 absences in 10 months)  Stage 3 - Potential Termination (8 absences in 14 months)</p> <p>It is not appropriate to miss out stages in the procedure and move to a further level</p>	<p>3 or more occasions of sickness in a 12 month  An aggregate of 10 working days or more in a 12 month (pro-rata)  Informal Stage  Stage 1 - Verbal Warning (6 months)  Stage 2 - Written Warning (9 months)  Stage 3 - Final Written Warning (12 months)  Stage 4 - Dismissal</p> <p><b>Scope to enter any Stage if improved since previous warning but declines significantly again</b></p>
<b>Long Term Sickness</b>	4 weeks (2 weeks for first contact)	4 weeks
<b>Return to work interview</b>	No later than 3 days unless work patterns dictates otherwise	No later than <b>5 working days</b>
<b>Referral to Occupational Health</b>	<p>Automatic referral if absence is related to industrial injury, work place injuries or occupational ill health (excluding work related stress).</p> <p>Referral after 4 weeks of absence</p> <p>If not already taken place, a referral must be sought at Stage 2</p> <p>Prior to dismissal</p>	Must be referred no later than 4 weeks of absence
<b>Phased return</b>	Maximum period will be 2 months	Usually for 4 weeks (up to a maximum of 6 weeks)
<b>Redeployment</b>	12 weeks	<b>6 - 8 weeks</b>
<b>Action on OH Reports</b>	The same 5 options	The same 5 options
<b>Continued employment review</b>	From informal stage or regularly from long-term absence	2/3 months
<b>Mutual Termination</b>	<p>Mutual termination of contract and early release of pension benefits (will involve a reduction in the benefits payable)</p> <p>Outstanding holiday and lieu of notice payment</p>	Mutual termination will include outstanding holiday and lieu of notice payment. If employee refuses, a capability hearing will be arranged with a recommendation to termination their contract.
<b>Non Compliance</b>	Disciplinary focus on employee with reference to manager	Shared disciplinary focus for employee and manager

Employee Relations Team - October 2017