



Report of the Director of Corporate and Adult Services

Principles of Revised Attendance Management Policy

RECOMMENDATION

- 1 To approve the key principles of a revised Attendance Management Policy. This is intended to replace the existing Attendance Management Policy, Ill Health Procedure and Sick Pay and Sick Leave Policy.

SUPPORTING INFORMATION

- 2.1 A single attendance management policy will reinforce a holistic approach to the management of sickness absence. Introduction of the new absence module on Vision will enable managers to see a full absence record for employees. This will include sickness, annual and flexileave as well as other leave such as caring for dependants, bereavement and paternity.
- 2.2 Managers will be responsible for managing the sickness absence of employees in their teams. Support and advice will be available from Departmental HR teams.
- 2.3 Short and intermittent sickness absence triggers will not change but will include all sickness absence . . .
 - 2.3.1 In respect of disability related sickness absence interviews will include a review of reasonable adjustments.
 - 2.3.2 In respect of pregnancy related sickness absence interviews will include a review of risk assessments.
- 2.4 Managers will carry out interviews with all employees who reach an attendance trigger point, other than in exceptional circumstances.
- 2.5 Managers will arrange hearings for employees who have reached a trigger point three times in any 12 month period, other than in exceptional circumstances.
- 2.6 Managers will make regular contact at a minimum of monthly intervals with employees who are on long term sickness absence of four continuous weeks or more.

- 2.7 To improve management of employees on long term sickness, timescales for review meetings and hearings will be more flexible to reflect individual circumstances.
- 2.8 Managers will seek up to date medical information from Occupational Health Service in respect of employees before a review meeting or hearing is held.
- 2.9 Options to enable employees to return to work as soon as possible will include temporary alternative placements as well as temporary adjustments to their substantive job.
- 2.10 Sickness absence due to participation in voluntary, unpaid, sporting activity will normally be paid.
- 2.11 Elective surgery will be classified as sickness absence if employees either provide a medical certificate or 'self certify'.
- 2.12 Failure of employees to produce a medical certificate will usually result in the absence being treated as UUA, unpaid unauthorised absence.
- 2.13 Expansion of the attendance management intranet site will provide information to managers and employees on performance, processes and documentation.
- 2.14 Introduction of a new absence module into the HR/Payroll system, Vision, will enable more robust and timely management information and reporting procedures.

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Background papers:	None
List of appendices:	Appendix 1 – Implications

IMPLICATIONS

Financial

- 1.1 Sickness absence is a key Best Value Performance Indicator, BVPI12, measured as the average number of working days sickness a full time equivalent employee. A significant and sustained improvement has been achieved from 12.56 working days in 2001/2 to 8.77 in 2007/8. Each single day improvement equates to approximately £1 million direct wage bill cost.
- 1.2 Our result of 8.77 working days an employee compares very favourably with 2008 CIPD Annual Absence Survey results of 10.7 working days an employee for public sector organisations with 2000+ employees and 9.4 working days an employee for all organisations in the East Midlands. A revised policy is required to retain our position and enable further improvements to be achieved

Legal

2. The revised policy will reflect current legislation.

Human Resources

3. The key principles reflect best practice as outlined by ACAS, CIPD and Government recommendations made in Dame Carol Black's paper 'Working for a healthier tomorrow'.

Equalities impact

4. The revised principles take into account the results of an equality impact assessment of existing attendance policies carried out in July 2007. .