

# Absence Management Policy - Key Facts

**Please note all managers should familiarise themselves with the full Policy**

## **Reporting Absences**

Employees must call either their manager, or locally designated person, to report their absence from work as soon as possible.

## **Self-Certification**

This may be used for any absences which last up to 7 calendar days.

## **Medical Certification**

Either a 'Fit-Note' provided by a GP, or hospital documentation, should be provided for any absences lasting for 8 calendar days or more.

## **Keeping In Touch**

Employees and their managers are responsible for making arrangements to keep in touch during an absence.

## **Returning to Work**

Managers should arrange for '*Return to Work Discussions*' following an absence, where either:

- The employee has been absent for more than 3 days
- The employee's level of absence is unsatisfactory
- A more structured approach to absence management is required

## **Tackling Unsatisfactory Absences**

Use an **informal approach** initially – making the employee aware during the return to work discussion that absences are a cause for concern

## **Formal Attendance Review Meetings**

These should take place where an informal approach hasn't been effective.

- 1 With Manager and HR advisor
- 2 With Manager's Manager, or nominated deputy, & HR advisor
- 3 With Head of School / Support Group & HR advisor

Employees have a right to be accompanied by a Trade Union representative or workplace colleague at these formal meetings.

### Outcomes could include:

No further action warranted	Adjustments to Work
Extension of a previous warning / target	First Written Warning
Final Written Warning	Dismissal

## **Occupational Health Unit (OHU) Support**

The OHU should be consulted during a formal stage of the process, or where the manager feels a referral could be useful prior to, or during the informal stage.

The OHU can advise on workplace adjustments, phased returns to work, further support needed at work, likely duration of absences or specific issues about named illnesses.

## **Dealing with Disabilities**

Where any manager is made aware of a disability which affects an employee's ability to work, or attend work, advice should be sought from HR at the earliest opportunity.