

Positive Attendance Procedure

Introduction

This procedure applies to employees where they are absent from work due to sickness and should be read in conjunction with the Attendance and Well-being policy.

The procedure is intended to support managers and employees who are absent from work with the aim of helping the employee return to work and maintain their attendance, in accordance with the principles of the Attendance and Well-being Policy. Absence from work will be treated in the same way regardless of whether it was previously deemed short or long term. All required relevant actions will be considered at the appropriate stage meeting.

Further guidance and a process map on specific aspects of the procedure can be found at: <http://www.intouch.ccc/humanresources/policiesprocedures/sickabwelfare.asp>

It is recommended by the Director of Children's Services that this procedure is adopted by schools. Where adopted by a school, for "Corporate Director" read "Headteacher/Chair of Governors" and for Directorate HR read HR provider.

Process

1. Notification

Employees are expected to contact their line manager as soon as they know they are unwell and unfit to attend work.

Managers will then input the absence onto their own HR computerised system or iTrent using the following guidance:

[People Manager Sickness Input](#)

Employees should keep the manager informed as to the likely duration and any support needs throughout the absence. If the absence is 7 days or less an employee should complete a self-certification sickness form. For absences longer than 7 days a medical certificate must be provided. Either a self-certification form or medical certificate (fit note) must cover every day of a period of absence.

2. Contact

Managers should maintain contact with the employee throughout the absence and record all conversations and actions on the contact sheet (see Positive Attendance process map and positive attendance guidance notes and templates document for further information).

3. Refer to occupational health

If an employee is absent with stress or the absence is likely to last longer than 3 weeks then the employee should be referred to occupational health. Once the report has been received managers should discuss any recommendations with the employee and put in place any reasonable adjustments.

4. Support meeting/ absence management meetings

Where the absence continues or the employee reaches a level of absence that causes concern, this will normally be an absence trigger of 8 days or more, or 3 occasions in any rolling 12 months, the manager should organise a support meeting with the employee. Further details can be found in the Positive Attendance guidance and templates document.

As every case is different there are likely to be various outcomes to these meetings. Including - actions, targets, reasonable adjustments and the setting of further triggers (the level of absence should not exceed a set trigger and if it does it will “trigger” the next stage of the process) for example, 2 occasions or 4 days in the next 6 months. Any outcomes should be documented on the employee’s action plan. The action plan should be reviewed regularly and where they targets have not been met then further Positive Attendance stage meetings should be organised. There are 4 stages to the formal process. If an employee has been through one or more of the stages twice in the past 3 years then that stage may be bypassed.

At both formal and informal stages employees can arrange to be accompanied by a co-worker or a trade union representative of their choosing.

Where it is likely that an employee is unable to return to their post then alternative employment must be sought for the employee through the Alternative Employment Programme. If all lines of support have been exhausted and the employee still cannot maintain their attendance at work, then their employment may be terminated.

5. Appeals

The employee has the right of appeal during the formal stages of the process.

Roles and Responsibilities

Employees will:

- Maintain contact with their line manager (or the next level of management if the line manager is absent or the absence is due to the manager)
- Attend occupational health visits as necessary
- Attend support meetings/ absence management reviews as necessary
- Complete actions and targets as outlined in the action plan from the absence management meetings

Managers will:

- Maintain contact with the employee and support them throughout the absence
- Keep HR computerised system (i.e. iTrent) up to date with all absences
- Refer the employee to Occupational health as appropriate. Support the employee and make reasonable adjustments if necessary.
- Organise support and absence management meetings
- Provide the employee with the action plan and agree targets for either returning to work or for improving their absence levels with relevant occupational health advice, as appropriate.
- Seek alternative employment where necessary
- Attend appeals if necessary

Directorate HR will:-

- Provide advice and support to managers and employees where necessary
- Attend the stage 4 absence management meeting if necessary

For Schools:

Name of School:	Mayfield School
Date School procedure:	Summer Term 2015