

## Plumpton College

### Sickness Management Policy and Procedure

#### 1. Introduction

- 1.1 The College is committed to promoting and encouraging maximum levels of attendance in order to facilitate the effective operation of the College. The effects of low levels of attendance and the resulting high levels of sickness absence are twofold. The first is a reduction in the level of service together with the effect on the workload and morale of colleagues who bear the burden of covering the duties of those who are absent. The second is the cost to the College through payment of sick pay and cover costs.
- 1.2 The policy applies to all appointments/employees and is designed to ensure consistent, effective and fair treatment for all. This policy has been impact assessed to ensure that it does not adversely affect staff on the grounds of sex, transgender, marital or civil partnership status, racial group, nationality, sexual orientation, religion or belief disability or age.
- 1.3 This policy should be read in conjunction with policies and procedures referred to in the staff handbook including the disciplinary policy, capability policy, stress management policy and equality and diversity policy.
- 1.4 The College is concerned for the well being of its employees and seeks to protect the health and safety and welfare of the workforce when illness or injury occurs. Paid sick leave is provided and every effort is made to support staff until they recover.
- 1.5 In cases where members of staff become disabled while they are employed, every effort will be made to support them in continuing to work. In return the College expects its employees to respond in the following ways:-
  - a) to care for their own health and seek medical help when appropriate
  - b) to attend for work whenever they are able to do so
  - c) to adhere to college procedures for reporting sickness absence
- 1.7 It is not usually possible to make budget provision for sickness absence cover although once an employee reaches half-pay there will be a saving which could be utilised for providing cover.

## CONTENTS

<u>SECTIONS</u>	<u>TITLE</u>	<u>PAGE</u>
2	Notification of Sickness Absence	5
3	Management of Attendance	6
4	Recording and Monitoring	6
5	Employee Entitlements	7
6	Role of the Line Manager	8
7	Return to Work Interviews	8
8	Work place stress related ill health	9
9	Irregular Attendance	9
10	The formal sickness absence interview	9
11	Referral to the Occupational Health Department	10
12	Withdrawal of right to self certify absence	11
13	Use of the Capability or Disciplinary Procedures	11
14	Handling Long Term Sickness	12
15	Management of Attendance within the framework of the Disability Discrimination Act	14
16	Redeployment	17
17	Termination of the contract of employment on the grounds of ill health	19
18	Industrial Injury	19
19	The Role of the Occupational Health Department	20
Appendix A	Report of Sickness Absence Form	22
Appendix B	Monthly Absence Form	23
Appendix C	Standard Letter to General Practitioners requesting First Medical Certificates	24
Appendix D	Standard Letter Advising of Pay Situation	25

## 2. Notification of Sickness Absence

- 2.1 All staff are required to notify their Head of Department (HoD) of absence on the first day. It is expected that the employee should speak with either their HoD or, where that is not possible, another member of staff with management responsibility within the team or a member of Senior Management Team (SMT). If, due to the nature of their absence, the employee is unable to ring the college, a friend or relative may do so on the employee's behalf. The person notified of the absence must pass this information to main reception. Details of reasons for absence must not be circulated.
- 2.2 Main reception will advise SMT and the payroll clerk of the absence by e-mail and initiate a self-certificate form. The form must be completed by the employee on their return to work from the first day of absence and passed to the payroll clerk.
- 2.3 For absences of more than seven calendar days a doctor's certificate should be obtained and forwarded to the line manager, who will then pass it to the payroll clerk. In particularly sensitive cases individuals may hand them direct to the Director of Finance & Administration.
- 2.4 If the doctor's certificate gives the date when the employee is expected to be fit to return to work but the employee is not fit on that date, then the doctor must be consulted again and another certificate obtained and forwarded to the HoD.
- 2.5 If however, an employee becomes fit to return to work but the doctor's certificate has not expired, the employee should return to their doctor to be 'signed off' before they return.
- 2.6 Employees should keep in regular contact with their line manager to advise on their likely return date.
- 2.7 If an employee falls sick during statutory holidays, such as bank holidays they will receive pay in the normal manner and will not be entitled to any holiday in lieu.
- 2.8 If sickness absence occurs during annual leave, a Doctor's certificate should be obtained. Annual leave days which are taken in lieu of days lost through sickness are to be taken in agreement with the individual's line manager. These days cannot be carried over into a new leave year.

### **3. Management of Attendance**

- 3.1 All managers are required to take positive action in the management of short term and long term sickness absence. In order to ensure fairness and consistency, managers are required to act within these guidelines and with the support of the Director of Finance & Administration.
- 3.2 It is recognised that each individual has a particular set of circumstances, and such circumstances will be taken into account. In all cases, employees will be dealt with in a fair and compassionate manner and the aim whenever possible, will be a return to work.
- 3.3 It is not possible for any sickness management policy to deal with every eventuality or set of circumstances. The Director of Finance & Administration will assist managers by providing information on absence, general guidelines and specific advice and assistance. The sensible and sensitive application of this policy will bring benefits to both individual staff and to the organisation as a whole.

#### **4. Recording and Monitoring**

- 4.1 Each absence will be systematically recorded for each individual. This data is collected for occupational and statutory sick pay purposes as well as to provide management information and statutory returns.
- 4.2 Sickness data will be recorded on the college's computerised personnel information system. Annual reports will be provided to individual members of staff so the accuracy of their records can be checked.
- 4.3 Sickness absence data will be reviewed annually by the Corporation's Finance & General Purposes Committee; this data will not disclose individual details of staff absences.
- 4.4 If an hourly paid member of the teaching staff is absent through sickness this should be noted by the line manager and arrangements made to cover the class or rearrange the session. If the lecturer does not make up the session, the absence should be reported to reception in the usual way so that the employee's entitlement to sick pay can be checked and payment adjustments made if necessary.
- 4.5 Where a non-EU member of staff has missed 10 consecutive days of work for no valid reason or is not contactable, the appropriate authorities will be notified.

#### **5. Employee Entitlements**

5.1 Employees will be entitled to receive payment whilst absent from work due to sickness, in accordance with their contract of employment and statutory sick pay rules which apply at the time. These notes contain details of the main features relating to sick pay and benefits. Employees can obtain further advice and assistance from Payroll, the Director of Finance & Administration or the Department of Social Security.

5.2 Occupational sick pay will be calculated as follows:

Length of Service	Duration
During 1 <sup>st</sup> year of service	1 month's full pay and (after 4 months' service) 1 month's half pay
During 2 <sup>nd</sup> year of service	3 months' full pay and 3 months' half pay
During 3 <sup>rd</sup> year of service	4 months' full pay and 4 months' half pay
Over 3 years of service	6 months' full pay and 6 months' half pay

The sickness year is a rolling 12-month period, calculated backwards from the first day of any period of absence. Bank holidays will not be counted in the days of absence and the calculations will be based on a 5 day working week. The total length of any period or periods of paid sickness absence during these 12 months is deducted from the period of entitlement applicable on the first day of absence, in order to determine the appropriate rate of pay, either half or full pay.

5.3 In the event of sickness absence in excess of the maximum period as stated above, salary payments will cease although the employee concerned will remain in the college's employment for pensionable service purposes.

#### 5.4 **Statutory Sick Pay**

The college is responsible for paying its employees (except those excluded) statutory sick pay for a maximum period of 28 weeks. The payroll clerk will notify employees if they are **not** eligible to receive sick pay and will issue a Form SP1(T) to be completed by the employee and forwarded to the local office of the Department of Social Security to apply for sickness benefit.

#### 5.5 **Incapacity Benefit**

When statutory sick pay entitlements have been exhausted the college's payroll clerk will inform the employee so they can contact the Department of Social Security about how to claim incapacity benefit.

### 6. **Role of the Line Manager**

- 6.1 Managers can significantly reduce levels of sickness through positive action. For example, working towards achieving a high level of commitment from staff through setting clear objectives, open communication and emphasising team work is as important as dealing with absence effectively and sympathetically. When an employee is on sick leave there is much that the Line Manager can do to assist and actively manage the situation by maintaining regular contact.
- 6.2 When sickness absence does occur, the college will look towards minimising the length and frequency of such absence by identifying the issues and managing the employee effectively and sympathetically. Line Managers will play a key role in dealing with issues.
- 6.3 Line Managers should emphasise attendance rather than absence and ensure that the employee understands the effect of their absence particularly on their immediate work team.

## **7. Return to Work Interviews**

- 7.1 Each employee should be contacted by their manager following every absence from work. In most cases this will be done quite informally, although in privacy, during the normal course of the working week, or as soon as possible. When arranging the meeting the line manager or supervisor should check whether there are any family, religious or other cultural events which might influence the date of the meeting. The aim of this conversation is to:
- Check that the employee is fit enough to resume work
  - Show concern about the individual's health and offer support if necessary
  - Identify and explore any underlying problems at an early stage, so that remedial action can be taken
  - Show that their attendance and contribution is valued
  - Be honest with the employee about any concerns that may exist about their absence or pattern of absences
  - Try to achieve a solution to problems that may exist
  - Agree any plan of action at the end of the discussion to address any problems.
- 7.2 At the end of the meeting if any formal action is required the line manager should write up the notes of the discussion and forward the Director of Finance & Administration.

## **8. Work Place Stress Related Ill Health**

- 8.1 Cases involving stress should be dealt with in accordance with the Stress Management policy.
- 8.2 As soon as a member of staff notifies their manager that they are absent with work place stress related ill health the Director of Finance & Administration should be informed. Contact should be made by the Director of Finance & Administration as quickly as possible to ascertain the causes of the problems.
- 8.3 Meetings should be scheduled as quickly as possible to address any underlying issues. When arranging meetings with the employee a check should be made whether there are any family, religious or other cultural events which might influence the date of the meeting.
- 8.4 Where appropriate support will be provided through the college's counselling service. Access to this help can be obtained through the Director of Finance & Administration.

## **9. Irregular Attendance**

- 9.1 Short term sickness tends to be absences which are irregular and unconnected, consisting of a variety of minor ailments or complaints. It is unlikely that an underlying medical reason will exist for the absences, although this must be explored. There may be a pattern to the absence, possibly relating to absence from work at a given point in the week/month. Such a pattern may not be easy to identify over a short period of time, and an overview of a six or twelve month period may be required.
- 9.2 The Director of Finance & Administration will do monthly checks to see if any employees have had three or more periods of absence in a six month period. If this is the case the line manager will be prompted to hold a formal sickness absence interview.

## **10. The Formal Sickness Absence Interview**

- 10.1 The guidance and good practice contained in paragraph 7.1 above, also applies to the formal sickness absence interview, but with some additional considerations:
  - The manager will need to seek advice from the Director of Finance & Administration on the conduct of the meeting.

- The purpose of such a meeting is to discuss support and help available for the employee where appropriate, and agree actions which lead to an improvement in attendance levels.

10.2 The emphasis of the meeting should be on discussion, fact-finding and positive actions. The meeting should therefore seek to establish any underlying causes for the absences, e.g. working conditions, family problems, stress caused by the job, an underlying health problem or any other issues which the employee may be willing to share with the manager, and identify remedial action which might include:

- Additional training in the substantive post
- Access to the Staff Counselling Service via Occupational Health
- Ways of managing stress at work/home
- Mentoring
- Take other paid/unpaid leave eg. Compassionate leave
- Pro active use of annual leave/TOIL
- Alternative working patterns on a time limited basis (subject to needs of the service)
- A specified reduction in hours and pay on a time limited basis
- Formal return to work interviews
- Withdrawal of right to self certify sickness absence (see Section 12)
- Reasonable adjustment under the Disability Discrimination Act
- Redeployment under the Disability Discrimination Act
- Additional training to assist with redeployment
- Making it clear what further action will be taken if attendance does not improve
- Making a referral to the Occupational Health Department via the Director of Finance & Administration

## **11. Referral To The Occupational Health Department**

11.1 Following a full discussion with the employee as outlined above, the line manager can make a referral to the Occupational Health Service through the Director of Finance & Administration. This is particularly useful where the employee is uncomfortable about disclosing the reason for absence to the manager, or where a problem has been identified and the manager is seeking specialist help from the Occupational Health Physician/Nurse. Alternatively, a referral may assist where the employee is unable to identify a reason for poor attendance. The objective of a referral would be to enable to Occupational Health specialists to:

- Provide help and support for the employee to manage and cope with an identified medical health condition
- Provide advice to the college in respect of adaptations in the work place or work role
- Establish and inform the manager whether there is any medical health condition which is causing the high level of short term sickness

11.2 Referrals or re-referrals may take place at any point if the manager becomes concerned that the employee's condition or health may have worsened, and specialist advice is required to progress the situation.

## **12. Withdrawal of Right to Self Certify Absence**

12.1 In cases where there is concern about a member of staff's irregular attendance pattern or where the Occupational Health Department have stated there is no underlying health problem, it is appropriate to require an employee to produce a medical certificate from the first day of sickness absence. When a first day certificate is required, a letter of explanation must be sent to the GP along with details of absences and confirmation that the costs incurred in providing the certificate will be reimbursed to the employee if receipted (Appendix C). The Director of Finance & Administration must be consulted before this action is taken.

12.2 This restriction will be notified to the employee in writing and will be for a fixed period of time.

## **13. Use of the Capability or Disciplinary Procedures**

13.1 Before a manager invokes the disciplinary or capability procedure it is essential that the Director of Finance & Administration is consulted.

13.2 In disciplinary cases other warnings on file related to poor attendance may be taken into account when considering appropriate action under the Disciplinary Policy. This must be made clear to the employee at the outset, and the relevance of such previous warnings should be considered by the Director of Finance & Administration and the relevant manager.

13.3 It is possible for the employee, having been taken through the stages of the Disciplinary Procedure and having failed repeatedly to meet attendance targets, to be dismissed for persistent short-term sickness, on the grounds of capability, i.e. their ability to attend regularly for work. This should be made clear to the employee.

## **14. Handling Long Term Sickness**

- 14.1 This section of the guidelines is applicable where there has been a sustained period of absence from work on the ground of sickness or following shorter periods of absence, which are the result of an underlying medical problem. In this context, a period being normally in excess of one month.
- 14.2 It is essential that line managers maintain contact with staff who are on long-term sickness absence. If a person is off for more than one month the line manager in liaison with the Director of Finance & Administration should arrange a meeting with the member of staff.
- 14.3 The following guidance has been written based on the likely outcome of the employee's sickness absence, however, managers need to use discretion in deciding which path to follow depending on the particular circumstances of an individual employee.
- 14.4 All meetings, which involve the future employment of the employee, are sensitive and should be formally recorded in writing. Letters should summarise the points discussed and the actions agreed.
- 14.5 The manager should have regular contact at least on a monthly basis with the employee to ascertain progress and offer support. This contact can be in the form of personal contact, a telephone call, e mail or letter depending on the individual circumstances. Contact can also include offering to provide the employee with any up to date information about the workplace or colleagues, which might be useful and interesting. Managers should make a weekly check of the individual's pigeon hole and voice and e-mail if appropriate to make sure any work is actioned.
- 14.6 If the employee is sufficiently mobile, the offer can be extended to attendance at relevant team activities, e.g. team briefings, study days, away days etc. This will help the employee to feel part of the team and remain involved.
- 14.7 The Director of Finance & Administration should ensure that the employee is aware of entitlements under the Occupational Sick Pay and SSP Regulations. The employee must always be informed, in writing, before their entitlement to full pay is exhausted (See Standard Letter Appendix D).

14.8 Rehabilitation is an essential element of assisting and encouraging an employee to return to work following long-term sickness. The Director of Finance & Administration should liaise with the line manager and, if necessary, occupational health on agreeing a return to work programme.

14.9 The employee must agree to the programme and be committed to returning to full contracted duties within the defined time period. The manager will not be expected to offer a reduction in duties for an indefinite period. It is anticipated that any rehabilitation period would not normally be for more than a three-month period.

14.10 In circumstances where the Occupational Health Physician has recommended the avoidance of specific duties/rehabilitation, the Occupational Health Department should review the employee's progress according to need, and should make a full assessment of the employee's ability to return to full duties at the end of the programme.

14.11 If there is uncertainty as to the outcome of the employee's sickness absence, the Director of Finance & Administration should refer the employee to the Occupational Health Department. The reason for the referral should be fully discussed with the employee concerned. On receipt of the reply from the Occupational Health Department appropriate action should be taken:-

- If the Occupational Health Department advise that it is likely the employee will be able to return to their existing contract, then the steps in paras 14.8-14.10 should be followed with a view to rehabilitation
- If the Occupational Health Department advise that it is unlikely that the employee will be able to return to their existing contract, then the following should be explored:
  - rehabilitation
  - redeployment
  - ill-health retirement
  - termination of contract on the grounds of capability

14.12 The above options should be discussed, with the Director of Finance & Administration, and with the individual concerned, taking into account the circumstances of the case, e.g. pensionable service, length of service, nature of illness, and the requirements of the Disability Discrimination Act (DDA). To minimise the distress of these occasions, care should be taken to handle the discussions in a sympathetic and caring way. Individuals should be encouraged to have support and representation by a friend, colleague, or union representative at such discussions whenever possible.

14.13 If the Occupational Health Department advice is not conclusive at this stage, a further period of time should be allowed to elapse, (e.g. two months) and a re-referral made.

## **15. Management of Attendance within the Framework of the Disability Discrimination Act**

### **15.1 Definition of 'disability' for the purposes of the Disability Discrimination Act**

A person has a disability for the purposes of this Act if s/he has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.'

### **15.2 The employer's responsibilities**

Under the Disability Discrimination Act (DDA), the employer must fulfil a number of responsibilities:-

- For employment purposes the Act makes it unlawful for employers to discriminate against current or prospective employees with a disability because of a reason relating to their disability, unless there is a justifiable reason for doing so.
- Employers will have to make a reasonable adjustment if their employment arrangements or premises substantially disadvantage a disabled employee or a disabled applicant. These duties apply to all areas of employment, including recruitment, training, career progression and dismissal.
- The manager should do all that can be reasonably expected to find out if an employee has a disability which could place the person at a substantial disadvantage at work which must include a discussion between the HoD, line manager, Director of Finance & Administration, Union Representative and the employee.
- The manager must continue to consult with an employee where the employee has a progressive condition.
- The Director of Finance & Administration must seek expert medical advice (from the Occupational Health Department who will in turn liaise with the employee's GP or other medical expert).

### **15.3 The employee's responsibilities**

Likewise, the employee has a number of responsibilities under the DDA:-

- The employee should co-operate with the manager through meeting and entering into discussion.
- The employee does not have to/is not obliged to provide the employer with information regarding their disability, but failure to do so, may prevent the manager from making a reasonable adjustment.
- The employee should follow the advice provided by the Occupational Health Department, medical advice or other advice as relevant. Failure to do so, can justify the employer in not providing further reasonable adjustments to accommodate a worsening condition.

#### **15.4 Management actions – retention of a ‘disabled’ employee through rehabilitation**

Subject to the expert advice available and the response of the employee, the manager and Director of Finance & Administration should consider a number of options.

- Making adjustments to premises and/or working space
- Allocating minor or subsidiary duties to another employee
- Altering working hours (start and finish times; allocation of breaks)
- A reduction in hours
- Changing the location of the work
- Allowing time off for rehabilitation, treatment, assessment
- Providing a period of rehabilitation
- Offering additional or extended training for the substantive post
- Acquiring equipment or modifying existing equipment
- Modifying instructions or manuals
- Modifying procedures for testing or assessment
- Providing a reader or interpreter
- Providing specific support, supervision or coaching
- Redeployment

#### **15.5 Management actions – redeployment – retention of an employee with a disability**

The manager should consider a number of steps where advice is received that an employee is/will be unable to remain in their substantive post.

- Seek suitable alternative employment, that is, to a post which offers pay and conditions which are comparable to the substantive post, but where the content of the work may be materially different.
- Seek redeployment to a post where the content of the work is materially different, and the post attracts pay and conditions which are different from the substantive post, where the employee will receive the 'rate for the job', but the post meets the needs of the employee.
- Offer appropriate training to enable the employee to meet the minimum requirements of another post.
- Offer a 4 week trial period in the alternative post.
- Such suitable alternative employment and redeployment would attract the same support and adjustments as would be offered to the person if remaining in the substantive post and as detailed in para 15.4 above. Details of how redeployment would be managed is given in Section 16.

#### 15.6 What constitutes a 'reasonable adjustment'?

The test of whether or not it is reasonable for the employer (the manager) to make an 'adjustment' will be determined by the following criteria:

- The effectiveness or the degree of effect of the adjustment, on the disabled employee
- How practical is the proposed adjustment?
- What are the financial costs to the employer of the adjustment/what disruption will the adjustment entail?
- What are the employer's resources and what other commitments on resources already exist?
- What other financial assistance may be available to provide a 'reasonable adjustment'?
- The adjustment must be acceptable to the employee
- Adjustments must be material and substantial.
- The employer must make adequate effort to obtain all the necessary information from reputable sources in order to make or not make the adjustments.

#### 15.7 Dismissal

Dismissal would be acceptable if the need for the dismissal could not be removed by making reasonable adjustments ie the employee could not perform the main functions of the job, or the employee could not be redeployed into suitable alternative employment. However, the employee would retain the usual rights of appeal against dismissal. This decision would be a very last result and would only be taken if all other ways to resolve the problem had been exhausted.

## **16. Redeployment**

- 16.1 When the advice from the Occupational Health Physician is that an employee is not able to carry out the duties of the job they are employed to do, but are fit to do work of a different nature, redeployment should be considered. The line manager, with advice from the Director of Finance & Administration, should arrange to meet with the employee to discuss all options available in respect of redeployment. When arranging the meeting a check should be made whether there are any family, religious or other cultural events which might influence the date of the meeting.
- 16.2 If the employee does not wish to be considered for alternative employment, the employee is required to sign a declaration to this effect. There should be agreement by all parties that opportunities for rehabilitation have been fully explored and that this cannot be achieved. The manager and the Director of Finance & Administration should provide appropriate advice before the employee makes this decision, as the remaining option will be dismissal. The employee may also wish to seek advice or information from other sources, including a representative, a medical advisor, pension advisor etc.
- 16.3 If the employee does wish to be considered for alternative employment, a number of steps should be taken which should follow the guidance in Section 15 'Management of Attendance within the framework of the Disability Discrimination Act.'
- 16.4 The Director of Finance & Administration should carry out a preliminary skills assessment. This should take into account any constraints previously determined by the Occupational Health Department. This skills profile should be used to identify possible redeployment opportunities.
- 16.5 The Director of Finance & Administration will ensure that the employee regularly receives a copy of the current vacancies, and wherever possible, identify and highlight any vacancy in which the minimum criteria for the job match the skills possessed by the employee. The

employee should also review the vacancies and seek to identify any vacancies over and above those noted by the Director of Finance & Administration which may be of interest. Where such a vacancy is identified, the employee should notify the Director of Finance & Administration as soon as possible so that the appropriate contacts and discussions can take place.

16.6 Consideration should also be given to the training or re-training needs of the employee. The purpose of this is to broaden the skills and knowledge of the employee and thereby widen the opportunities for alternative work to be found. Discussion between the employee, the line manager and the Director of Finance & Administration should identify which courses may be available through Staff Development.

16.7 Employees seeking redeployment will be given preferential treatment. If they apply for a post, and meet the minimum criteria for the job they will be guaranteed a four week work trial.

16.8 Appointment to any post which involves a substantive change to duties would be subject to a health assessment for fitness for the post from Occupational Health.

16.9 The college will assist the employee in the search for re-deployment opportunity for a maximum period of 6 months from the time a skills assessment is carried out. During this 6 month period there will be a quarterly review which will consider:-

- The availability of opportunities
- The willingness of the employee to pursue and follow up appropriate opportunities

16.10 If at the quarterly review it is found that there have been no available opportunities or that the employee has not pursued or followed up opportunities, then the college will give the appropriate statutory notice that the contract of employment will be terminated on the grounds of capability – ill health. In any circumstances, if a redeployment opportunity has not been found the employee's contract will be terminated 6 months after a skills assessment has taken place.

16.11 The employee must be made aware that any new job will have a new contract of employment with the terms and conditions appropriate to that job, protection of terms and conditions will not apply.

## **17. Termination of the Contract of Employment on the Grounds of Ill Health**

17.1 Termination of employment on the grounds of ill-health will normally be considered when the employee:-

- Is likely to exhaust their entitlement to occupational sick pay
- Is unlikely to be able to return to work within a reasonable time
- Cannot be successfully redeployed into suitable alternative employment

17.2 When an employee's contract is terminated due to ill health, appropriate statutory notice will be given. Wherever possible, statutory notice will be given at an appropriate time to coincide with the end of the employee's entitlement to occupational sick pay. The notice period will be paid at full pay (less any D.S.S. benefits to which the employee may be entitled). Where all, or part of the notice period does not coincide with a period of occupational sick leave, notice shall be paid in lieu as a lump sum.

17.3 The employee must receive notice of termination of contract in writing following discussions with the Director of Finance & Administration, line manager and union representative.

17.4 On termination of the contract of employment, an employee who is a member of the Pension Scheme may be able to access their pension, subject to their age and the number of years of membership, in the following ways:

- Ill health retirement can only be considered where the employee is permanently unfit to perform the duties of their post due to medical reasons. Applications for ill health retirement can be made at any stage of the process in the guidelines on dealing with long-term sickness.

## **18. Industrial Injury**

18.1 In the case of absence due to an accident or injury at work or on College duties, full sick pay will be allowed up to a maximum of 6 months. In order to qualify the employee must fulfil all of the following conditions:

- a) An approved medical practitioner must confirm in writing that the absence is due to an accident/injury which occurred during normal working duties or on College duties.
- b) The accident or injury must be reported through the College's accident reporting procedures.

- c) All sick pay is subject to the production of self-certificates and/or doctor's certificates.

18.2 Absence resulting from such accidents and injuries shall not be reckoned against the employee's entitlement to sickness absence. After 6 months if the employee is still absent from work as a result of the accident or injury then their case will be reviewed by the college management. The absence will still be reckoned for statutory sick pay purposes.

## **19. The Role of the Occupational Health Department**

19.1 The Occupational Health Department has a specialist role in the management of attendance.

19.2 The Occupational Health Department will provide advice taking into consideration employees' health problems, which will:-

- Assist employees to be rehabilitated back to work as quickly and safely as possible.
- Assist managers plan for future possible absences or restrictions of employees' duties.

19.3 The role of the Occupational Health Department is to:-

- Advise about the capability of employees to carry out required work activities following sickness absence and at other times where health issues may be involved.
- Advise about the likely duration of absences of employees who may be off work owing to health problems.
- Advise on an employee's fitness to undertake modified or alternative duties.
- Advise on how modifications to work requirements can enable employees to manage and cope with health concerns in a work environment. This would include guidance and sources of information for issues such as retirement on medical grounds, and rehabilitation.

19.4 A referral to the Occupational Health Department represents a formal step in managing attendance. The decision to make a referral should therefore be made after full discussion has taken place with the employee and the manager has undertaken all steps possible to manage attendance in the work place.

Approved By: Finance & General Purposes Committee

Date of Approval: Tuesday 2 March 2010

Frequency of Review: Every Three Years

Date of Next Review: March 2013

The SMT is delegated to approve minor changes to the policy in response to legal changes and best practice.

**PLUMPTON COLLEGE**

**REPORT OF SICKNESS ABSENCE FORM**

This form should be completed and returned to your Head of Department by any employee who has been absent from work due to sickness for a day or more. It should be completed on the first day of return. Any absence exceeding seven consecutive days must be supported by a Doctor's Medical Certificate, whether these days are working days or not.

**NAME:** \_\_\_\_\_

**WORK LOCATION:** \_\_\_\_\_

**\*1st day of sickness:** \_\_\_\_\_  
(including Saturday, Sunday or Public Holiday)

**\*Last day of sickness:** \_\_\_\_\_  
(including Saturday, Sunday or Public Holiday)

**\*How many days did this total :** \_\_\_\_\_

**How many working days:** \_\_\_\_\_

**REASON FOR ABSENCE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Did you visit your doctor:** \_\_\_\_\_

I certify that to the best of my knowledge the information I have given above is complete and correct and I understand that false information could be interpreted as obtaining financial reward by deception which is a disciplinary offence.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TO BE COMPLETED BY HEAD OF DEPARTMENT**

**COMMENTS (if any):**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\* This information is required in the event of claiming Statutory Sick Pay during the year.

Plumpton College

**MONTHLY ABSENCE REPORT**

**MONTH**

**WORK AREA** \_\_\_\_\_

**LINE MANAGER**

**LINE MANAGER'S SIGNATURE** .....

Please note only details of absence relating to sickness, compassionate reasons, maternity or paternity need to be noted here. It should cover all staff working in your area, including hourly paid lecturers. If staff have not had any absence there is no need to record their names, but if no-one has been absent in your area please pass back a NIL return. Records of holidays, TOIL, attendance at meetings etc, should be recorded elsewhere.

Further guidance on handling staff absence is available from the Director of Finance & Administration.

*Completed forms should be passed to Payroll by the 5th day of the following month.*

ABSENTEE'S NAME	DATE(S) OF ABSENCE	TOTAL NO. OF DAYS	REASON FOR ABSENCE	PAYROLL USE ONLY SELF CERT FORM YES/NO

<i>Recorded by Payroll</i>	<i>Initials</i>	<i>Date</i>
----------------------------	-----------------	-------------

**Standard Letter to General Practitioners requesting First Medical Certificates**

Dear Dr

**Re: Name**

**Address**

The above named is a member of staff of the College who is employed as..... .

It has been identified from our records that this employee has an unacceptably high level of sickness absence. The reasons for this are currently being investigated under the College's Sickness Management Policy, and our Occupational Health Physician has not identified any underlying reasons or medical health problems for these absences.

During the past ..... months sickness absence has been as follows:

Whilst appreciating that it is not normal practice for General Practitioners to supply a Medical Certificate if the period of sickness is less than 7 days, it would be helpful, in view of our concerns, if for a limited period of time (next 3 months) you could issue medical certificates for all periods of sickness.

The College will reimburse the employee for any costs incurred.

Yours sincerely,

Director of Finance & Administration

**Standard Letter Advising of Pay Situation**

Dear Colleague

I am writing to advise you that as you have been on sick leave since ....., that I must now adjust your salary in accordance with your terms and conditions of employment. These adjustments will take place as follows:

- End of Full Sick Pay Entitlement .....
- End of Statutory Sick Pay .....
- End of Half Sick Pay Entitlement .....

You should note that your sick pay is made up of both Statutory Sick Pay (SSP) and Occupational Sick Pay (OSP).

When your entitlement to Statutory Sick Pay ends, you may be eligible to claim social security benefits through your local DSS office, \* the enclosed forms SSP1 / \* an SSP1 form will be sent to you shortly which will enable you to apply for benefits. Your sickness certification forms should be obtained from your Manager or the HR office.

Your terms and conditions state that your Occupational Sick Pay plus Social Security Benefits must not exceed your normal full pay. It is, therefore, important that you inform me of any benefits that you receive from the Department of Social Security (DSS).

The DSS will send you a Notice of Assessment of Benefits, and a copy of this, together with details of any future changes, should be forwarded to me immediately, to enable me to make the necessary adjustments to your Occupational Sick Pay.

You will, therefore, see the importance of keeping me informed about your benefits to avoid any under or over payments being made to you. If there are any overpayments then you will have to refund the amount in full to the College.

Please do not hesitate to contact me if you have any queries or experience any difficulties in obtaining information from the DSS, in order that we can assist you.

I look forward to hearing from you.

Director of Finance & Administration