

## Appendix 2



**Cherwell**  
DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Sickness Absence Policy and Procedure

## Appendix 2

### DOCUMENT CONTROL

<b>Organisation(s)</b>	Cherwell District Council (CDC)
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<b>Owner</b>	Human Resources
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### DOCUMENT APPROVALS

This document requires the following committee approvals:

<b>Committee</b>	<b>Date of meeting pending approval</b>
Personnel Committee	17 November 2022

### DOCUMENT DISTRIBUTION

This document will be distributed to all employees of Cherwell District

### DATE FOR REVIEW

No later than 1<sup>st</sup> November 2025 but sooner if impacted by legislative changes.

### REVISION HISTORY

<b>Version</b>	<b>Revision date</b>	<b>Summary of revision</b>

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## 1 INTRODUCTION

This policy does not form part of any employee's contract of employment and the Council may amend it at any time.

This policy applies to employees only. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns

The Council value the contribution of their employees in delivering quality services to their customers. Whilst recognising that employees may be prevented from attending work due to ill health the Council also have a duty to maintain service delivery and minimise disruption. The overriding objective of the Sickness Absence Policy and Procedure is to manage sickness absence levels whilst maintaining a positive, fair and consistent approach to staff.

- 1.2 The Council recognise and accept their responsibility to employees to ensure the working environment is safe and that the conditions of employment are conducive to good health and wellbeing. A satisfactory level of employee attendance at work is crucial and non-satisfactory levels reduce our available resources and can have a negative impact on how we deliver our services. It also places colleagues under undue pressure.
- 1.3 The purpose of this policy is to support all employees to achieve and maintain an optimum level of attendance at work, to ensure that attendance is managed effectively and that the sickness scheme is not abused, whilst ensuring that employees with a genuine illness are treated sensitively.
- 1.4 When an employee is absent due to sickness, they must satisfy the requirements of the Council's absence procedure in order that their respective entitlements to statutory and occupational sickness pay are made.
- 1.5 The Council expects all employees to take their mental and physical health seriously and to take personal responsibility for following health working practices and lifestyle choices so that they remain healthy and can attend work regularly, e.g. taking regular breaks, booking annual leave.

## 2 POLICY STATEMENT

2.1 It is the policy of the Council:

- To objectively assess any periods of absence and decide on appropriate action;
- To review reasons for sickness absence in order to help prevent the absence recurring;
- To address any welfare problems, and ensure appropriate medical assistance is being provided;
- To identify work-related ill health and address the cause;
- To promote occupational health and welfare to ensure the workforce is effective and efficient;

2.2 The policy and procedures will be implemented in a non-discriminatory manner taking into account individual circumstances and respecting confidentiality.

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### 3 DEFINITIONS

- **Absence** - not attending for work when contractually required to do so.
- **Authorised Absence**- absence authorised by line management prior to or after its occurrence and can be paid or unpaid.
- **Unauthorised Absence** - absence not authorised by line management prior to or after its occurrence and is **always unpaid**.
- **Self-certificated Sickness** – employees are required to complete a Self – Certification Form for the first seven days' of any sickness absence. This form is sent to HR via the employee's line manager. (Saturdays and Sundays are included if both the Friday and Monday are recorded as sickness absence).
- **Medically Certificated Sickness** - sickness absence of more than 7 consecutive days must be supported by a doctor's medical certificate.
- **Frequent Short-Term Absence** - absences that are normally sporadic and attributable to minor ailments. Often the employee will only be absent for a maximum of a week, but more often for single days.
- **Long Term Absence** - *where an employee has been, or is expected to be, continuously absent for four weeks or more.*

### 4. CONFIDENTIALTY

- 4.1 Medical information is confidential. This does not mean that employees have the right to withhold information about their medical condition. However it does mean that the Council recognise that some employees may be reluctant to divulge sensitive or personal information and therefore the absence procedures allow employees some discretion over who, within management, they may speak to about ill health problems. Whoever receives such information must respect confidentiality.
- 4.2 Any information you provide to us about your health will be processed lawfully and in accordance with our Data Protection Policy. We recognise that such data is sensitive and will handle it in a confidential manner.
- 4.3 Any breach of confidentiality will be regarded as serious and could lead to disciplinary action.

### 5. NOTIFICATION OF ABSENCE - *Day One*

- 5.1 Employees must contact their line manager on the first day of absence ideally by the time they would normally start work, and in any case within one hour of their normal start time, giving the nature of their illness or symptoms, its likely duration and what arrangements are being made, if any, to seek medical advice. This is to ensure that the work can be covered and there is a minimum of disruption to service delivery.
- 5.2 Personal contact should be made by the employee by telephone. If an employee is unable to reasonably access a telephone they should make arrangements for an appropriate person to notify their line manager personally on their behalf. Sending a text message via a mobile phone or an e-mail is not an acceptable method of notifying a period of absence. An exception to this rule is in circumstances when an employee is due to start an early shift and it would be unreasonable to contact the manager other than by text. However in this circumstance the employee must follow up any message with personal contact no later than 9.00am.

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- 5.3 In the event of not being able to contact their line manager, employees must leave a message, including the information in 5.1, with another colleague in their team. The member of staff receiving this information will ensure that the line manager, or another appropriate manager, is informed of the absence verbally as soon as possible
- 5.4 The line manager should obtain and record the following information from the employee when they notify them of their absence:
- Date and time of call
  - Reason for absence/nature of illness
  - Likely duration of absence
  - If the employee does not call in themselves the name and relationship of the individual reporting the absence.
- 5.5 The line manager and employee may agree arrangements to contact each other during the period of absence in addition to those required in this policy, in the interests of both the welfare of the member of staff and the maintenance of service delivery levels.
- 5.6 Except where a doctor's certificate (Fit Note) covering the period has already been supplied to the Council, through the employee's line manager, employees should contact their line manager on each subsequent working day of absence unless otherwise instructed by their line manager, until their return to work.

### ***More than seven days' absence***

- 5.7 After seven calendar days' continuous absence the employee must inform their line manager of progress and obtain a doctor's medical certificate (Fit Note). This form must be sent by the employee to HR via the line manager as soon as possible.

### ***Continuing absence***

- 5.8 A doctor's medical certificate is required for all subsequent absence both to authorise that absence and to ensure payment of appropriate sickness pay.
- 5.9 An employee can provide a medical certificate that has been issued by a hospital instead of a doctor's certificate if there has been a period of hospitalisation.
- 5.10 After absences of fourteen days or more the employee may be required to see the Council's Occupational Health Advisor to confirm that they are fit to return to work.

## **6. NON-COMPLIANCE WITH THIS PROCEDURE**

- 6.1 Sick pay may be withheld for any periods of sickness absence not covered by a self-certificate or a medical certificate. Continuation of medically certificated absence must be provided no later than 7 days after the expiry of the previous medical certificate. If this is not provided without good reason pay may be suspended until a certificate is produced to cover the period of absence.

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- 6.2 Where periods of absence are not correctly reported in line with this procedure, this may be treated as unauthorised absence and the appropriate pay deducted. Formal procedures will be invoked where repeated non-compliance with this procedure occurs.

### 7. CONDUCT DURING ABSENCE

- 7.1 The purpose of paid and unpaid sickness absence is to facilitate an employee's recovery from an illness or injury. Therefore activities which would normally be considered inconsistent with genuine sickness or injury, or contravene this policy include:-

- Participation in any sport, hobby, social or other activity which could aggravate the illness or injury, or which could delay recovery.
- Undertaking any other employment during sickness absence whether paid or unpaid, which is in any way inconsistent with the nature of the illness or injury.
- Taking sickness where annual leave has not been granted (in the event of this happening, a doctor's note will be requested as part of the investigation).
- Altering or causing to have altered any of the details on the fit note.
- Providing inaccurate or misleading information about the absence.

Formal disciplinary measures may be taken against any individual who is believed to have contravened the policy and if employees are found to be using the scheme for purposes other than recovery from illness or injury.

During any period of sickness absence an employee must be willing to participate in regular contact with their line manager or another nominated officer such as an HR representative. This could also include HR and Occupational Health as and when this is deemed appropriate.

### 8. CONTACT DURING LONG TERM ABSENCE

The line manager should take positive steps to keep in touch so that the employee knows that the employer is interested in their health in instances of long-term absence. Line managers should write to the employee indicating a desire to maintain contact and asking the employee whether they would prefer telephone contact, occasional visits at home (perhaps by a colleague), email communication or a combination of these. The letter will make it clear that the line manager's interest and concern is about the employee's welfare and progress and to offer any support that is reasonable and practicable. The line manager will not put pressure on the employee and the employee's wishes as regards contact arrangements. HR should be kept informed of progress, and can offer advice and support as and when required.

### 9. OCCUPATIONAL HEALTH

During the course of your employment, the Council may request that you undergo medical examinations or health interviews by our Occupational Health Advisors. They are able to provide an invaluable service, for instance, in assisting employees to return to work after prolonged periods of absence and can advise us on how best to manage and support you. In such circumstances, to ensure that our occupational services can provide us with the advice we need, you will be asked to agree to the medical advisor disclosing the results of

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the examination to the organisation in accordance with the Access to Medical Reports Act 1988 and shall provide the organisation with such formal consents as may be necessary for this purpose. The Council reserves the right to test for alcohol and drug intoxication as detailed in the Alcohol and Drugs policy.

Employees are asked to co-operate with a request to obtain a medical report although if they do not, management will have no choice but to make a decision based on the information available.

In the event that there is a conflict between Occupational Health advice and the advice provided by the employee's Doctor, the Council reserves the right to prefer the advice of Occupational Health on account of their independence.

### 10. ANNUAL LEAVE AND SICKNESS ABSENCE

10.1 Where an employee falls sick or is injured while on holiday, the Council will allow the employee to transfer to sick leave and take replacement annual leave at a later time. This is subject to the following strict conditions:

- The employee must contact their Line Manager (by telephone if possible) as soon as they know that there will be a period of incapacity during a holiday.
- The total period of incapacity must be fully certificated by a qualified medical practitioner.
- Where the employee is overseas when he/she falls ill or is injured, evidence must still be produced that the employee was ill by way of either a medical certificate or proof of a claim on an insurance policy for medical treatment received at the overseas location.

10.2 Where the employee fulfils all of the above conditions, the Council will grant the employee the same number of days' replacement annual leave as the number of annual leave days lost due to sickness or injury. An employee must request to take any replacement annual leave in accordance with the Council's normal annual leave policy, and should endeavour to take the replacement annual leave in the same leave year in which it was accrued. During sickness absence an employee will continue to accrue annual leave entitlement.

If the employment is terminated before an employee returns from sick leave, they will receive a payment in lieu of any accrued but untaken annual leave.

### 11. MANAGING STRESS RELATED ILLNESS

11.1 Any employee who is suffering from a stress related absence e.g. depression, anxiety etc. must be referred immediately to our Occupational Health providers who will make an assessment and give the manager appropriate advice.

11.2 In these circumstances managers are advised to contact HR at the earliest opportunity for help and advice.

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### 12. LONG TERM SICKNESS ABSENCE AND ILL HEALTH DISMISSAL

- 12.1 Consecutive medical certificates are needed to cover the full period of long term absence and the employee must contact their line manager each time a new medical certificate is obtained.
- 12.2 The underlying principle in the management of long term absence is to balance the service needs against the circumstances of the employee concerned. Each case will be assessed individually. HR will work in close partnership with the employee's line manager.
- 12.3 HR may, as appropriate, arrange a mutually convenient time to visit the employee at home to discuss their well-being and the circumstances relating to their sickness absence. The visit may include gaining written consent to obtain medical information.
- 12.4 The line manager or nominee will also maintain regular contact with the employee, ideally at least every two weeks to prevent the employee feeling isolated, ensure their welfare needs are being met and keep them updated with any developments at work which may affect them. Contact may be by telephone, letter or home visits.
- 12.5 A meeting either at home or at work, must be arranged with the employee at a time to suit them. They can have friends, family, colleagues or their Trade Union Representative present and will be advised of this when making any arrangements.
- 12.6 An Occupational Health referral is needed in the majority of cases of long-term absence. This should occur at the earliest practical opportunity in order to gain a speedy and useful response.
- 12.7 The Occupational Health Advisor may seek further medical advice on the nature of the employee's illness, whether and when the employee is likely to be able to return, whether they are likely to be able to return full-time or part-time for a while, or whether they will need alternative work.
- 12.8 When the employee returns to work a Return to Work Meeting must be held and a Self-Certification/Return to Work form completed.
- 12.9 An employee recovering from long-term sick leave must be properly monitored and managed by the line manager. Other arrangements may include temporary revision of workloads and/or refresher training.
- 12.10 If, following review, permanent adjustments need to be made, all reasonable steps will be taken to accommodate the changes. The aim is, as far as is practical, to facilitate continued employment.
- 12.11 When medical advice indicates that the employee may have become incapable of undertaking their duties, the Council's Ill Health Dismissal Procedure will be discussed with the employee. If the employee is a member of the local government pension scheme, the Ill health retirement process will be discussed.

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### 13. TERMINAL ILLNESS

13.1 When the Council becomes aware that an employee has a terminal illness the following needs to be taken into account:

- The employee may not be aware that the illness is terminal if the medical practitioner has decided that it is not in the person's best interest to be informed of their condition.
- The financial entitlement available to relatives on the death of the employee may be substantially more if the employee remains employed by the Council until the time of death.
- People are affected differently by the knowledge that they are terminally ill. Some may wish to continue working for as long as they are able while others may find it impossible to remain at work.
- The Council is sympathetic to the employee's situation and will manage the employee's situation on an individual basis, giving careful consideration to the employee's interests.
- The Council will be mindful of the pension benefits that can accrue and the length of service qualifications that apply to those benefits. Where possible, decisions about ill health retirement will aim to provide the employee with the most financially beneficial result.

### 14. RETURNING TO WORK

14.1 Return to Work Interviews will be conducted for all sickness absence regardless of length of time off.

14.2 A Return to Work Interview should be done on the day of return, preferably within the first four hours of starting either their rota or normal working day. It is at this point that any failure to comply with this policy will also be recorded. In some circumstances there may be an acceptable explanation, and this can be acknowledged. If there is no acceptable explanation, the disciplinary process may apply. HR should be contacted for advice if this is being considered.

14.3 Return to Work Interviews should be conducted in a sympathetic manner and appropriate arrangements for privacy should be made. The Return to Work Interview should facilitate a resumption of work and progression to full responsibilities within an agreed timescale.

14.4 It is the line manager's responsibility to ensure that the correct documentation is received to cover the period of absence, whether it is a Self-Certification Form/Return to Work form or a medical certificate (Fit Note). These must be passed to HR to be kept on the employee's record and to ensure payroll are able to pay the correct entitlement.

14.5 The line manager should also be alert to any patterns of absence, for example the persistent Monday or Friday absentee. If a pattern is identified, the line manager should put their observations to the employee directly so that the employee has the opportunity to provide an explanation. The line manager should, however, remain open-minded and not jump to any hasty conclusions about the employee's absences.

14.6 The line manager will approve the Self Certification Form/Return to Work Form, provided that they are satisfied that the claim is genuine and the reason for the absence is suitable. If the reasons are not deemed acceptable this then may constitute unauthorised absence and disciplinary action may also be instigated.

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14.7 The purpose of this return to work interview is to explore:

- What actions the employee has taken to address the issue e.g. medical treatment
- Whether any aspect of the job may be affecting the employee's health and whether any temporary changes to the job could assist attendance
- Any underlying health problem and the likelihood of further absence
- Whether the employee has a disability, and if so whether there are any reasonable adjustments that could be made
- The impact of the absence on the service
- Setting clear targets for improved attendance, e.g. no more than one days' sickness in three months. Occupational Health or HR can advise on appropriate targets.
- Whether medical advice is needed from the Occupational Health Service
- Any other relevant considerations.

14.8 Where an employee returns to work after a long period of sickness absence, the return to work interview will take account of any particular difficulties in relation to any agreed return to work programme. The Council will discuss reasonable adjustments, on an individual basis, with all employees who have been on long-term sick leave. Long term changes to roles will be considered but not guaranteed. Redeployment will be considered where appropriate.

14.9 Where an employee has been on long term sick, the Council will consider the possibility of a four week phased return to work pattern. During that period of a phased return, where it has been specifically recommended by a GP or Occupational Health professional, the employee will receive full pay. In exceptional circumstances only, the period of phased return may be extended beyond four weeks. If extended beyond four weeks, the employee would only be paid for the hours worked. The remaining hours would be unpaid or the employee can use annual leave, where available.

## 15. MONITORING SICKNESS ABSENCE

### 15.1 Informal Actions

The line manager should try to establish, through investigation and discussion with the employee, the underlying reasons for frequent absences. Until the underlying cause is identified, an appropriate and effective remedy will be impossible to identify. Check whether or not absences are in part because of personal or family problems. Check whether the employee's absences are in any way work related, for example as a result of workplace stress. If the problem is work related, the line manager should take prompt steps to remove or reduce the factor that is causing the employee's problem. Seek medical advice through Occupational Health, if appropriate, to determine whether there is any underlying medical cause for the employee's frequent absences. Speak to the HR department to refer to Occupational Health.

15.2 Set reasonable targets and time-limits for improvement in attendance and ensure that the employee is committed to achieving them. Warn the employee of the consequences of continuing unsatisfactory attendance, i.e. that further action will be taken which may eventually lead to dismissal. Schedule a follow-up meeting at an agreed time to monitor the on-going situation.

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15.3 Before taking any formal action in respect of an employee who has had frequent absences from work, the line manager should check the employee's absence record to gain an accurate assessment of the number of days' absence that they have had and the number of separate occasions that they have been absent.

15.4 If there is no improvement and absence levels are unsustainable, the formal stages of this policy will be invoked.

### 16. STAGE ONE - First Formal Discussion

16.1 This discussion will be conducted where:

- There have been three periods of absence in 5 or less consecutive calendar months or
- Sickness absence levels are running at 8 working days or more in a rolling year (pro-rata for part time staff)
- There is an unacceptable pattern of absence, such as, regular Fridays or Mondays;
- Absence regularly occurs on a particular day of the week
- Absence regularly occurs at peak workload periods
- Any period of absence gives concern
- There is continued failure to follow the notification process without good reason
- No satisfactory reason for being absent from work has been provided
- There is a continuing pattern of unauthorised absences
- There has been a failure to provide medical certificates when required
- There is reason to believe that the employee has taken part in activities that are inconsistent with the cause of absence or prejudicial to recovery.

Managers in consultation with Human Resources should use their discretion and not automatically go to a stage one meeting in certain exceptional circumstances e.g. due to a terminal illness or surgical intervention.

16.2 The line manager should inform the employee of the date, time and place of the meeting, giving a minimum of 5 working days' notice, as well as a brief explanation of why the meeting is to be held, by using the Formal Discussion letter (Appendix D). The employee is entitled to be represented by a Trade Union Representative or colleague of their choice, which they are responsible for arranging.

16.3 If the employee's representative is unavailable to attend at the appointed time, the employee may request postponement and suggest an alternative time and date. If this is reasonable and within 5 working days of the original date, the meeting will be postponed.

16.4 The first formal discussion gives the line manager and the employee the opportunity to discuss the employee's absence record and the reasons for the absence(s), and any non-compliance with the Sickness Policy. A course of action will be set out over a specified period of time to provide the employee with an opportunity to improve. During the discussion the line manager will:

- Review the employee's attendance record during the relevant period
- Review any non-compliance issues
- Give the employee the opportunity to discuss any problems or raise any concerns

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- Decide whether any further action is required such as a referral to the Council's Occupational Health Advisor (see Section 7)
- Agree a target for improvement in sickness levels over an agreed monitoring period, usually 3 months
- Inform the employee that if attendance and/or compliance does not improve within the time period, a second formal discussion will be held

16.5 During the discussion a formal discussion form must be completed by the employee and line manager.

16.6 Following the meeting the employee will be given a copy of the form, and a letter advising of his/her right of appeal. A copy of both the form and letter will be sent to Human Resources.

16.7 In setting targets for improvement, the line manager will take into account the individual circumstances of the case; any advice received from the Occupational Health Advisor; the impact of any underlying medical condition or disability; and any reasonable work place adjustments that need to be put in place to enable the employee to improve their attendance.

16.8 Following the First Formal Discussion, attendance and/or compliance will be monitored monthly.

16.9 A target of reduced absence during the formal monitoring period (normally 3 months) will be set, following which a formal review will be held.

16.10 If the target set for improvement has not been met and the agreed action from Stage 1 is not having satisfactory results, the line manager may move to Stage 2 at which a HR representative will also be present.

16.11 If the target set for improvement has been met there will be no need for further formal review meetings. However, attendance will continue to be monitored for a further three months. Provided that attendance and/or compliance do not deteriorate during this period there will be no further need for formal monitoring and the employee will be removed from the formal stages of this policy. If attendance and/or compliance deteriorate during this period, however, the line manager may move to Stage 2.

### 17. **STAGE TWO - Second Formal Discussion**

17.1 Progression to Stage 2 may occur where: there has been a failure to meet the targets set out in Stage 1, an employee has two Stage 1 discussions within the previous 3 year period or where the total period of absence in any 2 year period exceeds 6 months.

17.2 The employee will be notified of the date, time and place of the meeting at least 5 working days in advance using the formal discussion letter, and advised of the right to be represented. If the employee's representative is unavailable to attend at the appointed time, the employee may request postponement and suggest an alternative time and date. If this is reasonable and within 5 working days of the original date, the meeting will be postponed.

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- 17.3 The purpose of this discussion is to ensure that the employee is given a further opportunity to discuss their absence formally and explain why their absence level is not improving. During the Second Formal Discussion the line manager will:-
- Review the employee's attendance record during the monitoring period
  - Review any areas of non-compliance with the policy and procedures
  - Review the steps that have been taken to support him/her in achieving the required level of attendance
  - Give the employee the opportunity to discuss any problems or raise any concerns
  - Discuss any Occupational Health advice that has been received
  - Review the impact of any support or work adjustments recommended by the Occupational Health Advisor, for example counselling
  - Decide whether any new information requires further referral to the Council's Occupational Health Advisor
  - Agree a target for improvement in sickness levels over a further monitoring period, usually three months
  - Agree any further help and support that can be provided to enable the employee to improve their attendance
  - Consider any changes in working arrangements which would allow the employee to continue working in their current job e.g. change of hours, period of unpaid leave, job design – whilst maintaining appropriate levels of service
  - Inform the employee that in the event of a medical report advising that they are permanently unfit to undertake their duties, their continued employment will be in question.
  - Consider the possibility of redeployment on medical grounds
  - Consider if ill health retirement should be explored
  - Issue a **Formal Warning** to the member of staff that his/her employment may be terminated if their attendance levels do not improve within the specified time period.
- 17.4 A Formal Absence Discussion Form must be completed. This will provide a record of the meeting and the outcome. A copy will be given to the employee and to Human Resources.
- 17.5 The employee must be advised of his/her right of appeal.
- 17.6 A target of reduced absence during a formal monitoring period (normally 3 months) will be set, and attendance and compliance will be monitored monthly during that period, following which a formal review will be held.
- 17.7 If the target set for improvement has not been met and the agreed action from Stage 2 is not having results, the line manager may move to Stage 3.
- 17.8 If the target set for improvement has been met there will be no need for further formal review meetings. However, attendance will continue to be monitored for a further three months. Provided that attendance and/or compliance do not deteriorate during this period there will be no further need for formal monitoring, the employee will be removed from the formal stages of this policy and the formal warning will be removed from their record. If attendance and/or compliance deteriorate during this period, however, the line manager may move to Stage 3.

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### 18. STAGE THREE - Final Formal Discussion: Dismissal

- 18.1 A Final Formal Discussion may be held if the improvement target(s) have not been met or sustained. Failure to meet the targets set out in Stage 2 may result in progression to Stage 3, or if an employee has two Stage 2 discussions (or more) within the previous 3 year period. This meeting will be with the line manager and a representative from the HR Team.
- 18.2 The employee should be notified of the meeting at least 5 working days in advance and advised of the right to be represented. If the employee's representative is unavailable to attend at the appointed time, the employee may request postponement and suggest an alternative time and date. If this is reasonable and within 5 working days of the original date, the meeting will be postponed.
- 18.3 The purpose of the meeting is to consider whether the employee should be dismissed on the grounds of capability. Dismissal on grounds of ill health capability means that the employee's health is such that they cannot satisfactorily do the work they are employed to do. Ultimately, the Council do not have to retain the services of any employee who cannot for whatever reason attend work on a regular basis and by definition fulfil their contractual obligations to their employer. Each case will be dealt with on its own individual merits and particular circumstances in the light of the following information:-
- The employee's attendance record
  - The steps that have been taken to support them in achieving the required level of attendance
  - Any mitigating circumstances the employee may wish to be taken into account
  - Any occupational health advice that has been received
  - Other information that may have been collected during previous formal absence discussions.
- 18.4 Following the meeting a decision will be taken by the Assistant Director whether to dismiss the employee on the grounds of capability.
- 18.5 The **formal warning** may be extended to allow time for improvement in sickness absence levels. The option of allowing further time for improvement will only be considered if there is evidence that this is likely to lead to the required improvement in attendance.
- 18.6 The Assistant Director will confirm the decision in writing as soon as reasonably practicable and give details of the appeal process. In the case of dismissal the employee will be provided with the reasons for it and the date on which employment will terminate.
- 18.7 In the event that a **Formal Warning** is extended, the individual's sickness absence pattern will be monitored over an appropriate, specified period and regular reviews will be undertaken by the Manager during the monitoring period.

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### 19. APPEALS

- 19.1 An employee has rights of appeal against decisions taken. Appeals are heard by a Senior Manager who has not previously been involved in the case.
- 19.2 If an employee wishes to appeal s/he must do so in writing within ten working days of the receipt of written notification of the decision.
- 19.3 The outcome of the appeal will be notified either immediately after the hearing and confirmed in writing, or in any event by written notification within ten working days of the appeal hearing.

### 20. SICKNESS PAY

- 20.1 An employee absent from work due to illness is entitled to receive sick pay, depending on their continuous service in Local Government, as follows :-

Service	Full Pay	Half Pay
Less than 4 months	1 month	None
After 4 months but less than 1 year	1 month	+ 2 months
After 1 year but less than 2 years	2 months	+ 2 months
After 2 years but less than 3 years	4 months	+ 4 months
After 3 years but less than 5 years	5 months	+ 5 months
After 5 years	6 months	+ 6 months

- 20.2 The Council has the discretion to extend the application of the above scale in exceptional circumstances.
- 20.3 The Payroll Team will notify the employee at the earliest opportunity of any reduction in sick pay entitlement.
- 20.4 Sickness absence during the twelve months immediately preceding the first day of current absence will be included in the calculation for sick pay entitlement.
- 20.5 This does not affect any entitlement the employee may have to receive Statutory Sick Pay (SSP) for the same periods of sickness absence, although any sick pay the employee receives from the Council shall be inclusive of any SSP due.

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20.6 If the employee has been on long term sick leave continuously for more than a year, they will not qualify for Council sick pay again until they have returned to work for a total of 26 weeks. This does not affect any entitlement the employee may have to receive further SSP.

20.7 Further details of entitlement to sick pay is available from the Payroll Team.

### **21. WHEN THE DISCIPLINARY POLICY APPLIES**

21.1 Most issues relating to absence and non-compliance are managed within the formal stages of this policy.

21.2 The Disciplinary Policy will be used for offences that may be regarded as gross misconduct such as:-

- Making a false claim of incapacity for work due to ill health
- Deliberate falsification of self or medical certificates
- Abuse of the sickness scheme, for example, by undertaking paid or unpaid work elsewhere whilst on sick leave without permission

Further detailed advice and guidance on the use of the Sickness Absence Policy and Procedures is available from Human Resources.