**SICKNESS ABSENCE MANAGEMENT POLICY**

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* *Set your logo in the Header*
* *Use the select all then replace all to amend the document for the Name of NGB*
* *Check that your NGB has the policies, procedures and processes mentioned in the template, if not then either delete the reference or check out other templates on the WSA site to enable drafting the appropriate document*
* *Replace text in* Blue *with the position or name of person specific to your organisation*

**Introduction**

(Name of NGB) is committed to providing high standards of service and delivery. Regular attendance is essential to achieving this and you are expected to report for work in accordance with your contract, even if you are experiencing minor ailments, e.g. light cold, feeling ‘under the weather’, etc*.*

(Name of NGB) is concerned for your general health and well-being and recognises that there will be times when you become ill and are unable to attend work. You are not expected to come to work when you are clearly unfit to do so and security of employment would normally apply during such periods. As such, staff who are unable to attend work due to sickness will not be permitted to work from home.

(Name of NGB) recognises that there will be instances where an employee’s child will be ill. In cases of an employee staying home to care for a sick child, other (Name of NGB) policies should be used i.e. Annual leave, Parental leave, Domestic Emergency Leave.**\*** *(if this is in place)*

(Name of NGB) will take appropriate action to manage unacceptable levels of absence. This policy is to be used in conjunction with other (Name of NGB) documents including Capability and Disciplinary procedures **\***.

(Name of NGB) differentiates between short and long term absence cases, but aims to deal with all cases in a consistent and fair manner, seeking the appropriate medical evidence when necessary.

(Name of NGB) will ensure that all supervisors/line managers are aware of the sickness absence management procedures. Your line manager will treat your absenteeism sensitively and appropriately. Where appropriate, (Name of NGB) will make reasonable adjustments to the working environment and job description in order to assist you on your return to work from sick leave.

All information relating to staff sickness will be held in accordance with the Data Protection Act 1998.

**(Name of NGB) commitment**

(Name of NGB) is committed to evaluating the effectiveness of this policy by recording, monitoring and communicating sickness absence levels, with the aim of working towards retaining low sickness levels.

Line managers/supervisors will monitor your sickness record and will consider taking appropriate action if there is an unsatisfactory level of sickness absence. In the event that you incur a long term sickness absence, your supervisor/line manager will maintain regular contact with you, at least once a month, and may also make home visits if appropriate.

**Your commitment to (Name of NGB)**

You will take all reasonable steps to remain fit and healthy to carry out your duties for (Name of NGB) on a regular basis and to the standard expected of you.

If you are absent from work due to sickness, you will keep your supervisor/line manager informed on a regular basis of your progress and give an estimate as to when you will be fully fit to return to work. As a minimum, following your initial report, you should speak to your line manager after each visit to the doctor and issue of a medical certificate. You will provide the relevant medical certification before any entitlement to Statutory Sick Pay (SSP) and Occupational Sick Pay (OSP) is authorised.

If you consider an adjustment to your working environment is necessary due to a temporary or chronic medical condition, you will inform your supervisor/line manager immediately. (Name of NGB) reserves the right to request you to meet with the Occupational Health Adviser to explore this issue.

 **How do I report my sick absence?**

 When you are not well enough to attend work, you must follow the sickness absence procedure.

Notification of absence from work due to sickness or injury must be notified to [Name] by telephone before [Time] on the first day of absence, together with an indication of the likely period of absence. Any absence must be properly explained and in the case of any absence of uncertain duration you must keep the (Name of NGB) regularly informed.

If you are absent from work due to sickness or injury for up to 7 consecutive calendar days you must complete a self-certification form. If you are absent for 8 or more consecutive calendar days, you must send or hand deliver to (Name of NGB) a medical certificate. You are required to continue to provide medical certificates regularly to cover the whole period of your absence until you return to work.

Failure to comply with the notification procedures may result in disciplinary action.

**Conduct during sickness absence**

If you have to take time off work due to sickness or injury, you are expected to do your utmost to ensure your speedy return to work. You are trusted to act sensibly and honestly during any period of absence. If you are absent from work due to sickness or injury, you should not participate in any activities which could aggravate the illness or injury or which could delay recovery.

**Statutory sick pay**

(Name of NGB) will be responsible for the payment to you of SSP in accordance with statutory requirements. SSP is paid to employees who are unable to work because of illness. SSP is paid at the same time and in the same way as you would pay wages for the same period. SSP will not be paid in addition to OSP and will be offset against any OSP paid to you.

**Occupational sick pay**

(Insert details of occupational sick pay – if applicable)

**Non-essential medical treatment and sick pay**

You will not be paid OSP for any cosmetic or non-essential treatment unless corrective surgery is required. You will need to supply to (Name of NGB) a medical report to support this.

**Fit Notes**

From the 8th calendar day of sickness absence onwards, all staff are required to submit a medical statement of fitness to work (fit note). The GP will either advise that the employee is not fit for work (in which case the employee should refrain from work) or that they may be fit for work.

If the GP advises that the employee may be fit for work, they will indicate suggested ways of supporting the employee back to work on the fit note.

Managers should give careful consideration to any advice from the GP that the employee may be fit for work with support to achieve a return to work. A meeting should be arranged to meet with the employee to discuss the fit note and whether it would be possible to accommodate the support identified by the GP.

If the support can be accommodated they should agree with the employee a return to work date, any adjustments, monitoring arrangements and a date to review the temporary arrangement.

If it is not possible to accommodate the GPs advice, this will be explained to the employee and a review date or return to work date will be agreed. In these circumstances the fit note will be regarded as if the advice had been ‘not fit for work’ and the employee will not be required to obtain a new statement to cover this.

Suggestions from GP’s relating to support are provided as advice only and are not binding. It is for (Name of NGB) to make the final decision as to whether the support identified can be accommodated.

**Long term absence**

Absence in excess of four consecutive weeks which arises from a medical condition, serious illness or injury is regarded as long term absence.

During long term absence you will still be required to submit medical certificates covering the entire period of your absence. In addition, it is essential that you keep your line manager informed of the progress you are making and any prognosis you receive.

A home visit may be arranged to offer you help and support, to assist us in planning for your continued absence and to assess your ability to return to work.

If through sickness or injury you are unable to return to your normal job, as far as is reasonably practicable, alternative employment will be considered. If you have a disability, (Name of NGB) will endeavour to make reasonable adjustments to your job content, working conditions or environment which would facilitate your return to work.

**Return to work interviews** *amend as required*

A return to work interview will be required after each absence, if there are concerns of:

* a failure to follow the correct sickness procedure, or
* you have had more than eight days’ sickness absence in any rolling period of 12
* months, or
* you have three periods of sickness absence within a twelve month rolling period, or
* you have an unacceptable pattern of absence, for example, regular Friday or Monday
* absences, or absences regularly occurring on a particular day of the week, absences after a Bank Holiday or before or after annual leave,

The purpose of this interview is to discuss with you the reason for your absence and to ensure that you are well enough to be back at work. Your line manager will also discuss any underlying problems you feel may be affecting your health, any other absences of a similar nature and any support that can be offered to help you to achieve regular and effective attendance.

A record of the meeting will be kept on your personnel file.

**Medical Report**

If your line manager has on-going concerns about your health and attendance, you may be asked to attend an appointment with an Occupational Health Advisor or (Name of NGB) will request a medical report from your own GP. You will be asked to sign an access to Medical Records form to give your consent to the medical report being progressed.

If as a result of this medical report or any other investigation that maybe carried out it is concluded that you are not sufficiently fit to return to work, you may be required to take further sickness absence or an agreement may be made with you and our Occupational Health Advisor for a phased return to work programme. If there is any reason to believe that you have reported sick when you are fit to attend work, then the Disciplinary Procedure will be invoked, which may result in warnings or, in certain circumstances, dismissal.

Where sickness absence is at an unacceptable level in terms of length or frequency of absence, our Capability Procedure**\*** may be invoked.

**Absence Management**

Should your level of absence become excessive, affecting business performance, the following procedure will be applied to ensure all staff are treated fairly and consistently.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting | Review period | **TRIGGER POINT A**5 periods or 10 days of sickness absence, and 4.3% sickness absence rate | **TRIGGER POINT B**7 periods or 15 days of sickness absence, and 6.4% sickness absence rate | **TRIGGER POINT C**9 periods or 20 days of sickness absence, and 8.6% sickness absence rate |
| 1. | Report covering last 4 quarters  | Verbal Warning | Written Warning | Final Written Warning |
| If there are up to 2 further absences over a 6mth period the verbal warning is expired.  | If there are up to 2 further absences over the 6mth period the written warning is expired.  |
| 2. | 2 or more further absences over a 6 month period | Written Warning | Final Written Warning | Dismissal |
| If there are up to 2 further absences over a 6mth period, the written warning will expire.  | If there are up to 2 further absences over a 6mth period, the Final Written Warning will expire. |
| 3. | 3 or more absences over a 6 month period | Final Written Warning | Dismissal  |  |
| 4. | 2 or more further absences over a 3 month period | Dismissal  |  |

You may wish to refer to the (Name of NGB)’s Capability Procedure.**\***

If your absence results from a work related injury or other work related health problem, or maternity related problems, these will not count towards the above.

(Name of NGB) may refrain from issuing any warning if there are exceptional mitigating circumstances and if there is the likelihood of an imminent improvement in the level of sickness absence.

**\***Example policy templates on WSA website