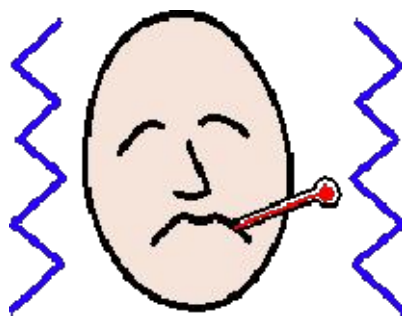

Accessible Management of Absence Policy


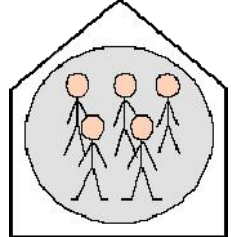
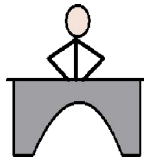


February 2008

This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.

The complete policy statement can be found within the Management of Absence Policy document available from the Admin Team at the Consortium Office.

Introduction

<p>Paying people whilst they are ill costs the Consortium a lot of money each year so it is important people do not abuse this</p>	
<p>It also means that the Consortium could save some money if less people were off ill</p>	
<p>People being off ill then affects the other people working because they will have to cover work</p>	
<p>Absences from work are partly the manager's responsibility</p>	

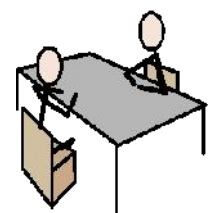
Procedure

1) Staff should phone their manager or the OnCall manager to tell them why they are not coming in



2) When staff are off ill they should make regular phone calls to let the managers know what is going on

3) 1-7 days of being ill;
Fill in a 'Self-Certificate Form' and then staff will have a 'Return to Work Interview'



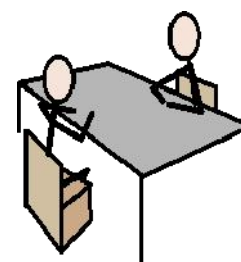
4) 8 or more days of being ill;

A 'Medical Certificate' is needed from the doctor



5) Managers should talk to the staff member about the illness and then send the form to Personnel

The Return to Work Interview will be different for different people e.g. looking at when they have been ill before



Managers should ask them questions like; Are they ok to be back? Will this illness carry on? Are they still on medication?

Approaches to people who are off ill

Be supportive



Be fair – people should be treated the same when they are off from work ill

Managers should always be thinking of the Service Users



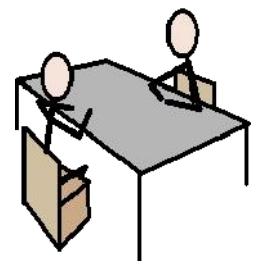
Information about illness can be got from 'Occupational Health'



Short absences

Informal stage

Managers will meet with the member of staff if they have been ill a lot of times in a short period of time

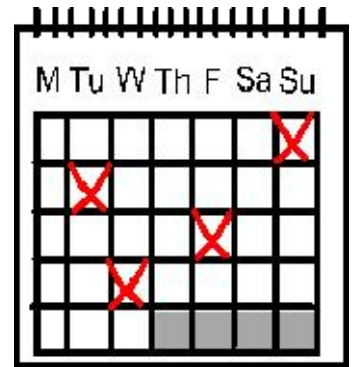


This is to help the person get back to work regularly

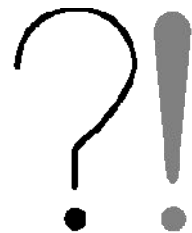
Formal Interview

This will happen if

- The person has been off twice in the past 3 months
- There is a pattern to the illnesses e.g. always on a Friday
- The person has been off 4 times in the past year



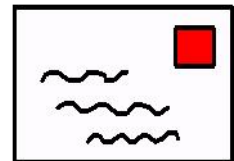
The interview is so that the staff member knows why there is a problem



They can have someone with them in the interview

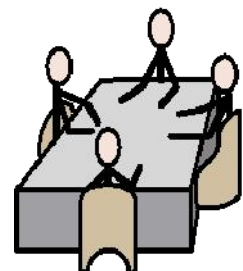
STAGE 1:

- Manager will talk to Personnel
- Staff member will then get a letter 7 days before a meeting
- They will have an interview and will be told what is expected of them at work



STAGE 2:

- If they have still been off ill then there will be another meeting, called a 'disciplinary meeting'. They will get a written warning here.



STAGE 3:

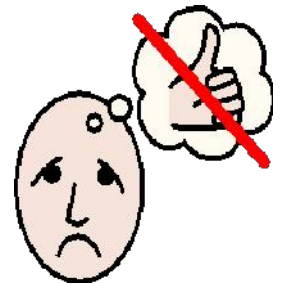
- There will be another interview and another warning

STAGE 4:

- There will be another interview and a final warning
- The person can be sacked if there is not instant improvement

Appeals

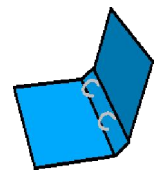
Staff can write a letter within 5 days of a decision to say that they are not happy



If the decision is changed because of this then that person should be treated as if they were not sacked

Warnings being cancelled

Warnings will be put on people's files

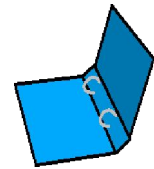


These will be cancelled at different times;

- Verbal warning after 3 months
- First written warning after 6 months
- Second written warning after 12 months
- Third written warning after 18 months

MONTH						
M	T	W	T	F	S	S
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X

However their absence from work is still kept on the file



Long Absences

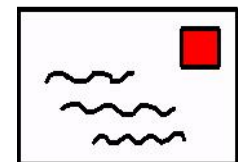
These are when someone is off for over a month



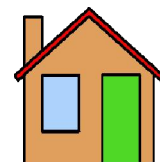
The Consortium may need to talk to their doctor if they continue to be ill



They will receive a letter from Personnel and so will have to respond to it within 2 weeks



Returning to work may not be easy so different places of work should be looked at



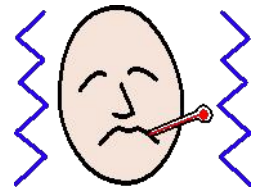
Sometimes people will stop working for the Consortium if they are off ill for too long

Personnel cannot pay people if they are ill because of a sport or an accident where they can claim money for it



Diseases you can catch

People should not be in work if anyone can catch what they have



They should only come back when they are sure it is gone

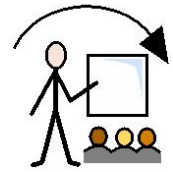
They will still get paid the full amount



Sometimes people can come back to work part-time so that they can recover more easily

Training

Training will be given to managers so they can deal with staff going off ill



Staff can get support from 'Reemploy Interwork'. Their manager or themselves can ask for this support



There is also support from the Employee Assistance Programme

Sick Pay



Some people will be not allowed to join Consortium's 'Sick Pay Scheme' because they already have a long-term illness

New employees will have to wait 6 months before joining the scheme

You get different amounts of pay based on the length of time you have worked for Consortium

If you use all your days off then you have to build up the days again

Compassionate Leave

You can have a week off if someone close to you dies e.g. your husband or wife, your Mum or Dad, your children, your step-family, your husband or wife's family

