**Local Sickness Reporting Procedure**

Due to the diverse and varying nature of the services the College provides, departments naturally have differing priorities and procedures in relation to staffing requirements and scheduling during absence.

Please adapt this template to meet the specific reporting requirements for your section. Ensure that each member of staff receives a copy of this so that they are clear about the sickness reporting process

in their own area*.*

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| **When should the absence be reported?***e.g. If absence should be reported on the first day of absence, within how many hours of the employees start time must they make contact?* |  |
| **Who should the absent employee contact?***e.g. Their line manager, departmental secretary, or if the first point of contact is absent who else can the employee contact? Is it permitted to leave a message with a colleague?* |  |
| **How should the employee make contact?***e.g. Must an absent employee always phone or are they permitted to e-mail or text?* |  |
| **What is the procedure for keeping in touch****whilst absent?***e.g. Is an absent employee required to make contact every day of their absence?* |  |

The following sections set out the standard sickness reporting procedure that must be followed by all

staff who are absent from work. *Please include these sections in your local sickness reporting procedure:*

**Length of Absence and Certification**

 If your absence lasts for up to 7 calendar days, you will need to complete a self-certification form and pass this to your line manager on your first day back at work. A self-certification form can be obtained from your line manager or can be found on the HR website under ‘A – Z ’, entitled ‘Sickness Self Certificate – Employee’.

 If your absence lasts for more than 7 calendar days, a doctor’s medical certificate (stating your fitness for work) must be obtained from your doctor and sent to your line manager, no later than on the 8th calendar day and thereafter at regular intervals until the final certificate is issued.

**The 3 stage approach flowchart**

 The 3 stage approach flowchart can be found on the HR website under ‘Absence Management’,

 entitled ‘The 3 stage approach flowchart’.

 All staff will be monitored in the same way, on the same basis, following this flowchart. To ensure a consistent application to all staff absences will be monitored on a rolling 12 month basis.

 Each time you hit a trigger point the monitoring of your absence escalates throughout the 3 stages of the chart, moving through the colours green, amber and red. When you hit a trigger point you will be referred to Occupational Health and subsequently be required to undertake a review meeting with your line manager.

**Returning to Work – the Return to Work Interview**

 Return to Work Interviews take place for all absences irrespective of length. On your first day back at work your line manager will hold a Return to Work Interview, designed to welcome you back to work and will discuss your absence and the reason for it. One of the purposes of the interview will be to establish whether your line manager could provide any support to you which could facilitate your attendance at work in the future.

 It is accepted that some absences may be symptomatic of larger issues; therefore the College provides a free, confidential counselling and advisory service to staff as an additional source of workplace support. The service is provided by Care First and can be accessed via a free phone helpline or via an online chat service. Further information on Care First can be found on the HR website under A-Z, entitled ‘Care First’.

**The Return to Work Interview and Trigger Points**

 During your Return to Work Interview, your manager will discuss with you whether you have hit a trigger point. The trigger point will form a key stage in your local departmental sickness

absence procedure and should you reach a trigger point, a formal review meeting may then be necessary and you may be referred to Occupational Health.

 Trigger points at the College are calculated using the Bradford Factor Formula. The Bradford Factor recognises that short term absences are the most disruptive to the running of an institution. The Bradford Factor therefore identifies the disruption caused by persistent short term absences

by not only measuring how long your absence was, but also taking account of the number of absences you have had over a set period.

 More information on the Bradford Factor and how the Bradford Factor Score is calculated can be found on the HR website under ‘Absence Management’ in the A – Z section, entitled ‘Bradford Factor Information Sheet’.

**Occupational Health Referrals**

 If you hit a trigger your manager will refer you to Occupational Health for a more qualified assessment of your fitness for work. Failure to attend arranged Occupational Health appointments may result in disciplinary action.

 Any agreed appointment Occupational Health arranges with you is essential and attendance at such appointments is a responsibility all staff have.

**Sickness and Leave Arrangements**

 If you become unwell during a period of annual leave, your leave entitlement will be reinstated if you inform your line manager of this on the first day of your absence, or as soon as practicable thereafter, and you submit a doctor’s medical certificate. Leave entitlement will not be reinstated without a doctor’s medical certificate.

 The College recognises that on occasions absences can be caused wholly or partly by family matters. Where such issues arise, you should be aware of the College’s ‘Emergency Family Leave Arrangements’ under the Leave and Absence Policy. Under these arrangements you are entitled to reasonable unpaid leave to look after any dependents but must first be discussed with your

line manager at the earliest possible opportunity.

 Appointments to visit doctors, dentists or hospitals should be arranged out of working hours if at all possible to avoid disruption to the working day. If this is not possible, it is your responsibility to notify your line manager in advance of any medical, dental or optical appointments. If your total absence from work as a result of such an appointment is less than 3 hours, the absence will not be recorded as sick leave. Absence over 3 hours will be recorded as sickness absence.

**Unauthorised Leave**

 Your sickness absence may be treated as unauthorised leave if you fail to inform your line manager of your absence as per the procedure or fail to provide a doctor’s medical certificate for absences over 7 calendar days. Absence of this kind may indicate the need to invoke disciplinary

action and the College supports managers taking appropriate action against those who try to exploit the sickness provisions.

**I confirm that I have read and understood the above local sickness reporting procedure:**

Employee:.......................................................... Date:...........................................................