

Management of Sickness in the Workplace Policy

Purpose and Context

The University is committed to promoting the health and wellbeing of all members of staff. This policy aims to promote supportive and effective management of absence due to ill-health (commonly known as sickness absence) and ensure that any support is considered as early as possible.

The purpose of this policy is to provide a clear framework for reporting and recording sickness absence and outlines the fair and consistent management of short and long-term sickness absence across the University. It also ensures that members of staff are able to access the support that they need.

For members of staff with a disability as recognised by the Equality Act 2010 it is important that appropriate support and reasonable adjustments are fully considered to enable staff to maintain acceptable levels of attendance and to undertake the duties of their role.

Scope

This policy applies to all members of staff with the exception of Senior Post holders where the Articles of Government apply.

1. Disability

- 1.1. The University recognises that disability can be the cause or a contributing factor to absence and is committed to making every effort to support members of staff to stay in employment.
- 1.2. When considering absence where disability may be a factor the member of staff's manager should consult with Human Resources who may seek specialist advice on the disability, the impact it has on the individual and support that may be available.
- 1.3. Examples of adjustments that could be considered can be found in Appendix 1.

2. Access to Medical Reports

- 2.1. The Access to Medical Reports Act 1988 gives an individual the right to have access to any report which is to be, or has been, supplied by a medical practitioner for employment purposes. Consent from the member of staff will need to be obtained by the Occupational Health team before they request a report from a member of staff's GP, hospital doctor/consultant or other medical specialist.
- 2.2. Under the Access to Medical Reports Act 1988, a medical practitioner is defined as any person registered under the Medical Act 1983, who has been responsible for their clinical care. For the purposes of this procedure, this would not include members of the Occupational Health team.
- 2.3. A member of staff has access to the information held about them by the Occupational Health Department and can make a Subject Access Request under the University's data protection procedures and in accordance with the Access to Health Records Act 1990.

3. Management Referrals to the Occupational Health Department

- 3.1 Where there has been long-term absence, repeated short term absences or other health concern a referral to Occupational Health for an assessment may be necessary. This will provide specific advice regarding the management of health conditions in relation to work and any support and/or reasonable adjustments that should be considered. The manager will notify the member of staff of the reasons for the referral and a copy of the referral will be provided to the member of staff. Occupational Health will advise on fitness to work and the impact of any health concern or disability in the context of the member of staff's ability to perform their job, including any reasonable adjustments or work modifications that should be considered.
- 3.2 Where a member of staff does not consent to an Occupational Health referral it may be necessary for the University to make decisions based on the information it has available.
- 3.3 An Occupational Health referral will usually be appropriate where:
- There is an indication that there are factors in the workplace contributing to the sickness absence;
 - Several absences are noted for the same cause on the attendance record;
 - There is a continued concern regarding periods of short-term sickness absence, despite informal discussions and /or
 - There is a case of long-term sickness absence.
- 3.4 Following an Occupational Health assessment, the member of staff will have an opportunity to view the report before it is issued to the referring manager and comment on any factual inaccuracies. The Occupational Health team will then send a copy of the report to the referring manager and Human Resources.
- 3.5 Following receipt of the report, the member of staff should be invited to a meeting to discuss the content of the report and any recommendations. This meeting may be held under the informal or formal stages of the Sickness Absence Procedure.

4. Medical Suspension

- 4.1 In exceptional circumstances it may be necessary to temporarily suspend a member of staff on medical grounds or to prevent a member of staff returning to work following a period of absence. Medical suspension can take place if the manager perceives that there is a risk to themselves or others, or where a statutory duty applies. Human Resources must be consulted in such circumstance and advice may be sought from Occupational Health. A member of staff on medical suspension will receive normal pay.

5. Statement of Fitness for Work

- 5.1 When a member of staff is absent consecutively for more than 7 calendar days, they must provide a medical certificate. This form, called a Statement of Fitness to Work" (sometimes referred to as a "fit note") is provided to the member of staff by their GP. An unreasonable delay in submitting a 'fit note' may result in the individual losing their entitlement to sick pay. An example of the Statement of Fitness to Work is provided at Appendix 2.

- 5.2 The medical certificate will state whether the member of staff is considered by the GP as “not fit to work” or “may be fit for work”. If it states that the member of staff is “not fit to work” they should refrain from work completely. Members of staff are not required to be declared fit by their GP before they return to work and a member of staff is expected to return to work at the end of the certified period of absence. A member of staff may also be able to return to work prior to the expiry of their fit note, dependent on their health and in agreement with their manager.
- 5.3 If the medical certificate indicates that the member of staff “may be fit to work” the manager should contact the member of staff to discuss any temporary adaptations and adjustments that may be required. Any temporary adaptations or adjustments are not normally expected to last more than 4-6 weeks. Any permanent changes to duties or hours etc. would require contractual change and fall outside the scope of this policy and procedure.
- 5.4 It may not always be possible to implement the changes suggested by the member of staff’s GP. In such cases the manager should explain their reasons in writing to the member of staff and the member of staff will then be classed as “not fit to work” and they do not need a new medical certificate to confirm this.
- 5.5 If a return to work plan is agreed between the manager and the member of staff, the manager should confirm this in writing and a copy should be sent to Human Resources. (See Appendix 3 for a template return to work plan)

6. Planned Sickness Absence

- 6.1 In many cases a long-term absence may be planned to accommodate a hospital admission, operation and recovery time. In such cases the member of staff should discuss the absence with their manager.
- 6.2 As far as possible the manager and member of staff should plan for the absence by;
- Considering what work requires cover
 - Discussing how contact (including general updating and information about social events etc.) will be maintained throughout the period of absence
 - Making initial plans for the return to work
 - Agreeing the appropriate time to discuss detailed plans to support the return
- 6.3 At the appropriate time, the manager and member of staff should meet to discuss any temporary or permanent adjustments required to support the return to work.
- 6.4 Where a return date is uncertain or where significant adaptations are required an Occupational Health referral should be made.

7. Absence Reporting Procedure

- 7.1 The following absence reporting procedure applies to all staff. If a member of staff fails to follow the correct reporting procedures, it may result in a loss of pay and / or more formal action in accordance with the University’s Disciplinary Procedure.
- 7.2 On Day One

The member of staff must notify a named person, usually their manager, or designate by 9.00am on their first day of absence that they are unable to attend work. Where local arrangements differ, these will be communicated to staff in writing.

Wherever possible members of staff should telephone personally and if possible, provide an estimate of their expected length of absence.

If possible, members of staff should inform their manager or designate of any work such as classes, tutorials, meetings that need to be rearranged during the length of absence.

If a member of staff does not have access to a telephone, they should agree an alternative notification process with their manager.

Following notification of the absence, the member of staff's manager, or designate, will record their absence on the iTrent system.

7.3 On or by Day Four

If the member of staff remains absent, they should contact a named person, usually their manager, to inform them of their continued absence and wherever possible estimate their expected length of absence and again where possible notify them of any important work e.g., classes, tutorials, meetings that may need to be rearranged during their period of absence.

If the reason for absence is due to a work-related injury or work-related ill health and the individual has been off for more than seven days (do not count date of accident but every subsequent day thereafter – including weekends whether required to work or not), then the Manager must notify the OHSOH immediately to ensure conformance with requirements of RIDDOR 2013.

7.4 On or after Day Eight

If the member of staff remains absent, they should contact a named person, usually their manager, to inform them of their continued absence and wherever possible estimate their expected length of absence.

The member of staff must obtain a Statement of Fitness for Work from their GP and submit this to their manager without delay.

Members of staff must submit further Statements of Fitness to Work immediately upon expiry of the current Statement of Fitness for Work if they remain absent from work.

8. Communication with the Member of Staff whilst Absent from Work

- 8.1 Where a member of staff is on short term sickness absence contact should be established on the first day of absence and then again on day four if the member of staff remains unfit to work. If the member of staff's absence continues contact should be maintained throughout the period of absence in order to assess the likely return day and identify any assistance or support the member of staff may require.

- 8.2 In cases of long-term absence, the manager should maintain contact with the member of staff at regular intervals. Where the contact involves general enquiries regarding the individual's welfare such as informing the member of staff of any University or team news or passing on good wishes the contact can be made verbally via telephone or personal email.
- 8.3 When verbal contact has not been possible the manager must seek to maintain contact through written correspondence to the member of staff's home address.

9. Return to work

- 9.1 When a member of staff returns to work they should complete their electronic sickness record held on MyHR. access to a PC is not available, local arrangements for completion of their electronic sickness absence record will be made between the member of staff and the manager. Once the member of staff has completed their record, the manager will complete an electronic Return to Work form on iTrent.
- 9.2 Where a phased return to work is agreed between the manager and the member of staff, some elements of sick pay may continue to be paid. Payment of sick pay in combination with normal pay may be used so that the member of staff does not suffer any financial detriment over this temporary period of the phased return to work. Normally a phased return will be for 4 weeks. The maximum duration of a phased return is 6 weeks. Members of staff may prefer to use accrued annual leave during the phased return to work as an alternative to receiving sick pay. An example of the way that a phased return to work would operate using a combination sick leave / pay with normal work / pay can be found in Appendix 4.

10. Return to Work Forms

- 10.1 The electronic Return to Work form will be completed by the member of staff's manager on their return to work.
- 10.2 To enable the Return to Work form to be completed the member of staff will be asked to provide the details of their illness, if known, or symptoms to their manager. All information provided on the Return to Work form is treated as confidential and will be held on the member of staff's electronic record.
- 10.3 The manager should attempt to see the member of staff on their return to work. This is an informal process and enables the manager to;
- Welcome back the member of staff
 - Show concern for the member of staff's health, check that they have fully recovered from their illness and offer support, as required
 - Update the member of staff about what has happened during their absence.
- 10.4 This informal meeting also provides the opportunity for the member of staff to raise any problems or issues that may have affected their health, e.g. problems at work or home.

11. Short term sickness absence

11.1 Attendance Review Meetings

11.1.1 An Attendance Review Meeting should be held when a member of staff is absent due to sickness for 6 working days, in a rolling 6-month period on two or more occasions or if the manager has reason to be concerned about a member of staff's attendance record.

11.1.2 The Attendance Review Meeting is an informal meeting between the manager and the member of staff. The meeting should be held as soon as possible following the member of staff's return to work providing reasonable notice of the meeting.

11.1.3 The purpose of the meeting is to:

- Welcome back the member of staff
- Show concern for the member of staff's health, check that they have fully recovered from their illness and offer support, as required.
- Update the member of staff about what has happened during their absence
- Explore the reasons for the high level of sickness absence.
- Explore whether the member of staff should be referred to the Occupational Health Department for an opinion on their continued fitness for work or to ascertain whether there is an underlying medical problem before further action is taken.
- Consider whether adjustments to workplace or duties need to be made.

11.1.4 During the meeting the manager should;

- Communicate their concerns about the attendance record to the member of staff
- Ask the member of staff to improve their attendance.
- Inform the member of staff that their absences will continue to be monitored and if there is no improvement formal action may be taken.

11.2 First Formal Meeting

11.2.1 If the member of staff's absence does not improve following the Attendance Review Meeting the manager will invite the member of staff to a first formal meeting to discuss the levels of absence.

11.2.2 The member of staff should be given at least five working days' notice of the meeting and advised of their entitlement to be accompanied by a trade union representative or friend. A member of Human Resources will also be present at the meeting to provide procedural advice.

11.2.3 At the meeting the reasons for the absence should be explored together with any support for the member of staff to help them improve their absence.

11.2.4 It may be appropriate at this stage to refer the member of staff to the Occupational Health Department or make a further referral if considered necessary.

11.2.5 The manager will inform the member of staff that their absence will be monitored and that if there is no improvement during the monitoring period a second formal meeting will be arranged. A review period would normally be 3 working months.

11.2.6 Following the meeting the manager will write to the member of staff outlining the key points of discussion and any agreed actions. A copy of the letter will be sent to Human Resources and saved to the member of staff's electronic file.

11.3 Second Formal Meeting

11.3.1 If the member of staff's absence record does not improve following the first formal meeting, the manager will invite the member of staff to a second formal meeting to discuss the levels of absence.

11.3.2 The member of staff should be given at least five working days' notice of the meeting and advised of their entitlement to be accompanied by a trade union representative or friend. A member of Human Resources will also be present at the meeting to provide procedural advice.

11.3.3 The manager will inform the member of staff that their absence record will continue to be monitored and if there is no improvement during the monitoring period the member of staff's case will be referred to a Panel Review. A review period would normally be 3 working months. At this stage the member of staff should be referred to Occupational Health if additional information has come to light

11.3.4 Following the meeting the manager will write to the member of staff outlining the key points of discussion, agreed actions and the potential consequences if there is no improvement. A copy of the letter will be sent to Human Resources and saved to the member of staff's electronic file.

11.4 Panel Review Meeting

11.4.1 The Panel will be made up of three senior staff, not in the School/Service that the member of staff works in, who have had no prior involvement in the case and drawn from at least two categories of senior staff.

11.4.2 The member of staff should be given 10 working days' notice of the meeting and informed of their entitlement to be accompanied by a trade union representative or friend. A member of Human Resources will also be present to advise on procedural issues.

11.4.3 The member of staff's manager will prepare a report which details the absence record, the action taken to date and any medical evidence/opinion. The report should be provided to the member of staff 10 working days before the meeting and the member of staff has the opportunity to submit a written response to the report.

11.4.4 All relevant documents, including the member of staff's written response, should be made available to the Panel members three working days before the meeting.

11.4.5 Where relevant medical evidence is not available in the timescale the meeting may be deferred until such reasonable time as it is available.

11.4.6 The procedure to be followed at the meeting can be found at Appendix 5.

11.4.7 Before reaching a decision the Panel should consider:

- The nature of the absences
- Whether the absence is work related
- Action taken to date by the manager
- Further action that might be taken to resolve problems
- Whether the sickness management procedures have been followed
- Any medical evidence
- Representations made by the member of staff and their representative
- Evidence of any medical witnesses called.
- Any reasonable adaptations and adjustments that can be made to support the individual's attendance at work.

11.4.8 The Panel may decide to:

- Set a further review date where absence is monitored and / or implement adjustments to workplace or duties
- Dismiss on grounds of capability owing to absence

11.4.9 Where the Panel recommends a further review period the procedures in section 11.3 should be followed.

11.4.10 Where the decision is made to dismiss the member of staff and the contractual terms provide for pay in-lieu of notice (PILON), the dismissal will take effect on that basis. Where PILON is not provided within the contractual terms, the manager will determine what duties may be required from the member of staff during any notice period unless PILON is agreed by both parties.

11.4.11 The member of staff has a right of appeal where the Panel makes the decision to dismiss the member of staff. An appeal is considered by three senior managers from outside the School/Service one of whom will be senior to those who reviewed the case. The member of staff's notice of appeal must be in writing to Human Resources within 10 days of receiving written confirmation of the Panel's decision.

11.4.12 The member of staff's notice of appeal must set out the grounds of the appeal.

11.4.13 Where an appeal against dismissal is successful the notice will be immediately withdrawn or where PILON has operated the employee will be immediately re-instated and adjustments to salary made to reclaim any PILON payments already made

11.4.14 The procedure to follow at an appeal can be found at Appendix 6.

12. Long-term Sickness Absence – Formal Action

12.1 The long-term Sickness Absence Procedure applies to both members of staff who are absent for one continuous period of 28 days or more and to those with a long-term health condition which result in frequent periods of absence.

12.2 Managers will maintain general contact with members of staff on long-term sickness absence but will formally review the situation in accordance with this procedure.

12.3 Review Meeting (Informal Sickness Absence Meeting)

- 12.3.1 The purpose of the review meeting is to consider whether there is an imminent return to work, whether adaptations and adjustments can be implemented to facilitate a return or whether any work-related factors could be quickly resolved to facilitate a return. The review meeting is normally arranged when a member of staff has been absent for a continuous period of 28 days.
- 12.3.2 The member of staff should be given at least five working days' notice of the review meeting and advised of their entitlement to be accompanied by a trade union representative or friend. A member of Human Resources will also be present to advise on procedural matters.
- 12.3.3 Where the member of staff is too ill to attend a meeting in person (or via Teams or Zoom) the review should take place through correspondence.
- 12.3.4 If there is no foreseeable return to work date the manager will inform the member of staff that they will be invited to a first formal meeting.
- 12.3.5 Following the meeting the manager will write to the member of staff outlining the key points of discussion and any agreed actions / support. A copy of the letter will be sent to Human Resources and saved to the member of staff's electronic file.

12.4 First Formal Meeting

- 12.4.1 The member of staff should be given at least five working days' notice of the meeting and be advised of their entitlement to be accompanied by their trade union representative or friend. A member of Human Resources will also be present to advise on procedural issues.
- 12.4.2 At the meeting the following should be discussed:
- The health of the member of staff
 - The length of absence
 - The reason(s) for absence
 - Any factors (work related or otherwise) that may have led to or worsened the absence(s)
 - Any previous absences
 - Any action taken by the manager to support the member of staff
 - Whether there are any adjustments to workplace, duties or hours which may facilitate a return to work and/or reduce absences.
- 12.4.3 Where the member of staff is unable to attend in person (or via Teams / Zoom) the appropriateness of a home or hospital visit should be explored with the member of staff. If this is not possible the meeting should take place via correspondence.
- 12.4.4 If there is no foreseeable return to work date the manager will inform the member of staff that they will be invited to a second formal meeting.
- 12.4.5 Following the first formal meeting the manager will write to the member of staff outlining the key points of discussion and any agreed actions / support. A copy of the letter will be sent to Human Resources and saved to the member of staff's personal electronic file.

12.4.6 Prior to a second formal meeting the member of staff should be referred to Occupational Health. The referral should cover the following;

- What is the member of staff's expected date of return?
- Will the member of staff be able to return to their normal duties?
- Will any changes to the workplace facilitate the member of staff's return?
- Will any changes to the duties undertaken or working hours facilitate the member of staff's return?

12.4.7 A copy of the report will be sent to the member of staff.

12.5 Second Formal Meeting

12.5.1 The purpose of the second formal meeting is to review the continuing absence and consider future options taking account of advice from the Occupational Health Department.

12.5.2 The member of staff should be given at least five working days' notice of the meeting and be advised of their entitlement to be accompanied by their trade union representative or friend. A member of Human Resources will also be present to advise on procedural issues.

12.5.3 At the meeting the following should be discussed;

- The report from Occupational Health
- The length of absence
- The reason(s) for absence
- Any factors (work related or otherwise) that may have led to or worsened the absence(s)
- Any previous absences
- Any action taken by the manager to support the member of staff
- Whether there are any adjustments to workplace, duties or hours which may facilitate a return to work and/or reduce absences.

12.5.4 Where the member of staff is unable to attend in person (or via Teams / Zoom) the appropriateness of a home or hospital visit should be explored with the member of staff. If this is not possible the meeting should take place via correspondence.

12.5.6 If there is no foreseeable return to work date the manager will inform the member of staff that they will be invited to a third formal meeting.

12.5.7 Following the second formal meeting the manager will write to the member of staff outlining the key points of discussion and any agreed actions / support. A copy of the letter will be sent to Human Resources and saved to the member of staff's electronic file.

12.6 Third Formal Meeting

12.6.1 The member of staff should be given at least five working days' notice of the meeting and be advised of their entitlement to be accompanied by their trade union

representative or friend. A Human Resources Manager will also be present to advise on procedural issues.

- 12.6.2 At the meeting, the absence and a possible return to work date should again be discussed with the member of staff and consideration should be given to whether the member of staff wishes to apply for Ill Health Retirement if applicable.
- 12.6.3 Where the member of staff is unable to attend in person (or via Teams / Zoom) the appropriateness of a home or hospital visit should be explored with the member of staff. If this is not possible the meeting should take place via correspondence
- 12.6.4 If there is still no foreseeable return to work date the manager will inform the member of staff that the matter will be referred to a Panel Review Meeting where a panel will considered whether to dismiss the member of staff on the grounds of capability owing to absence.
- 12.6.5 Following the meeting the manager will write to the member of staff outlining the key points of discussion and any agreed actions / support. A copy of the letter will be sent to Human Resources and saved to the member of staff's electronic file.

12.7 Panel Review

- 12.7.1 The Procedure to be followed at the Panel Review Meeting can be found above in section 11.4.

13. Terminally ill members of staff

- 13.1 Where a member of staff is terminally ill, there is a need to deal with the member of staff and their friends and family in a particularly sensitive way. Consultation and communication between the member of staff and / or nominated contact is vital so the manager can assess the needs and wishes of the member of staff.
- 13.2 With support from Human Resources, the member of staff can consider their financial options of their pension and salary arrangements. Specific pension information, including estimates of ill health benefits, dependants' pensions and death in service grants will be facilitated by Human Resources.
- 13.3 Information regarding the schemes may be requested by the member of staff, manager or Human Resources on the member of staff's behalf although the details of actual benefits will only be released to the member of staff or a person nominated by the member of staff to receive such information.

Appendix 1 – Examples of Reasonable Adjustments

- Adjustment to premises – structural or physical, e.g., widening doorways; providing ramps; relocating light switches, door handles and shelves; providing appropriate contrast in decorations.
- Allocating duties to another person – minor duties could be allocated to another person, e.g., if a job occasionally involves going on to an open roof of a building an employer might have to transfer work away from an employee whose disability involves severe vertigo.
- Transferring a person to fill an existing vacancy – if an employee becomes disabled, or has a disability which worsens and cannot work in the same place or under the same arrangements, then the person should be considered for any suitable alternative posts that are available
- Altering working hours – this could include flexible hours to enable additional breaks or changing hours to fit treatment and care programmes.
- Changing the workplace – when buildings or part of a building become inaccessible the employer should always consider transferring the person and their workstation to a place with access.
- Paid and/or unpaid absence for rehabilitation, assessment or treatment – time off during work may be needed for treatment, e.g., psychoanalysis for the employee to become rehabilitated into the work environment.
- Using flexible working processes and home working to support rehabilitation
- Training – this could be training in the use of a piece of equipment unique to the disabled person or general training that needs to be adapted.
- Application of the Flexible Working Procedure to accommodate time off for appointments such as medical reviews and counselling or physiotherapy sessions
- Acquiring or modifying equipment – this involves providing specialist equipment needed to do the job, e.g., providing an adapted telephone for someone with a hearing impairment or providing an adapted keyboard for someone who is visually impaired.
- Modifying instructions and manuals – the format of instructions and manuals may need to be modified, e.g., produced in Braille or on audio tape or instructions for people with learning difficulties conveyed orally with individual demonstrations.
- Modifying procedures for testing – this ensures that tests do not adversely affect people with certain disabilities, e.g., where a person with restricted manual dexterity would be disadvantaged by a written test the employer could give an oral test.
- Providing a reader or interpreter – this could involve reading mail to a person with a visual impairment or hiring a sign language interpreter.
- Providing supervision – where someone's disability leads to uncertainty or a lack of confidence.

Most adjustments require little change to the workplace and are easy to arrange, in consultation with the individual. Support is available through the Disability Employment Advisor and in particular Access to Work. Access to Work provides practical help for disabled people and assistance is tailored to the needs of a particular job. Assistance can apply to any job, permanent or temporary, full-time or part-time. Examples of support include:

- A communicator to attend meetings etc., training for people who are deaf or have a hearing impairment.
- A reader for someone who is blind or has a visual impairment.
- A job coach to assist someone while they familiarise themselves with a new job or changing job.
- An assistant to help with personal needs.
- An escort to assist travel to and from work.
- Adaptations to a vehicle.
- Assistance with transport costs and/or taxi fares for someone who is unable to use public transport.
- Equipment or adaptations to existing equipment, e.g., enlarged keyboards, telephone aids.
- Alterations to premises or the working environment, e.g., lowering machinery, installing alarms with flashing lights.

Appendix 2 - Detailed Guidance on the Statement of Fitness for Work

Statement of Fitness for Work
For social security or Statutory Sick Pay

Patient's name **1**

I assessed your case on: **2**

and, because of the following condition(s): **3**

I advise you that: **4** you are not fit for work.
5 you may be fit for work taking account of the following advice:

If available, and with your employer's agreement, you may benefit from:

a phased return to work **6** amended duties
 altered hours workplace adaptations

Comments, including functional effects of your condition(s): **7**

SAMPLE

This will be the case for **8**

or from **9** to

10 I will/will not need to assess your fitness for work again at the end of this period.
(Please delete as applicable)

Doctor's signature

Date of statement

Doctor's address **11**

Med 3 04/10

Detailed form description

- 1 The name of your employee.
- 2 The date of the doctor's assessment of the employee. An assessment can mean a face to face consultation, a telephone consultation or the consideration of a written report from another doctor or registered healthcare professional.
- 3 The condition or conditions that affect your employee's fitness for work.
- 4 This box will be ticked when the doctor's assessment of your employee is that they have or had a health condition that prevents them from working for the stated period of time. This is strong evidence of your employee's fitness for work for Statutory Sick Pay purposes.
- 5 This box will be ticked when the doctor's assessment of your employee is that their condition does not necessarily stop them from returning to work. However, they may, for example, not be able to complete all of their normal duties or could benefit from amended working hours.
- 6 These four tick boxes represent common ways to aid a return to work. The doctor will tick one or more of these options when they feel they could help your employee return to work. This list is not exhaustive and there may be other ways to help your employee return to work. Further information on each of these is included on page 11.
- 7 Where the 'may be fit for work' box has been ticked, the doctor will add information on the functional effects of your employee's condition and what could help a return to work. Where a doctor feels an assessment by an occupational health professional is required, they will state it here.
- 8 Here, the doctor will state the period the advice covers for a forward period, which during the first 6 months of sickness can be up to a maximum of 3 months. Any period in days

Appendix 3 – Template return to work plan

Week	Hours	Location
1	Mon, Wed & Fri morning	Working remotely at home
2	Mon – Fri mornings	Working remotely for 4 days and 1 day on campus
3	Mon- Fri – 3 mornings and 2 full days	Working remotely for 3 days and 2 days on campus
4	Mon- Fri – 2 mornings and 3 full days	Working remotely for 2 days and 3 days on campus
4	Mon – Fri – 1 morning and 4 full days	Working remotely for 2 days and 3 days on campus
5	Mon- Fri – all day	Normal working pattern, 1 day per fortnight working remotely

Appendix 4 - Illustrations of Pay, sick pay and leave during Return to Work Plans

Example One: Employee works full time. Return to Work Plan involves a phased return over 4 weeks. Week one employee works 2 mornings. Week two employees works 2.5 days. Week three employee works 4 days. Week four employee works full time.

a) Full Pay Sickness Entitlement

Week	Days worked	Days Paid	Sick Pay	Sick Leave
1	1	1	4	4
2	2.5	2.5	2.5	2.5
3	4	4	1	1
4	5	5	0	0

b) Half Pay Sickness Entitlement

Week	Days worked	Days Paid	Sick Pay	Sick Leave
1	1	1	1.5	4
2	2.5	2.5	0	2.5
3	4	4	0	1
4	5	5	0	0

c) No Pay Sickness Entitlement

Week	Days worked	Days Paid	Sick Pay	Sick Leave
1	1	1	0	4
2	2.5	2.5	0	2.5
3	4	4	0	1
4	5	5	0	0

Example Two: Employee works part time (0.5FTE). Return to Work Plan involves a phased return over 3 weeks. Week one employee works 1 morning. Week two employees works 1.5 days. Week three employee works 2 days.

a. Full Pay Sickness Entitlement

Week	Days worked	Days Paid	Sick Pay	Sick Leave
1	0.5	0.5	2	2
2	1.5	1.5	1	1
3	2	2	0.5	0.5

b. Half Pay Sickness Entitlement

Week	Days worked	Days Paid	Sick Pay	Sick Leave
1	0.5	0.5	1.25	2
2	1.5	1.5	0.25	1
3	2	2	0	0.5

c. No Pay Sickness Entitlement

Week	Days worked	Days Paid	Sick Pay	Sick Leave
1	0.5	0.5	0	2
2	1.5	1.5	0	1
3	2	2	0	0.5

Appendix 5 - Procedure to follow at the Panel Review Meeting

The Panel, manager, employee and their representative, and any advisers to the Panel will be present at the start of the hearing. The Panel will be made up of three senior staff, not in the School/Service that the member of staff works in, who have had no prior involvement in the case and drawn from at least two categories of senior staff.

Agenda for the panel review meeting

The Chair of the Panel will introduce those present explaining roles (whether decision-making or advisory).

The Chair will explain the purpose of the hearing and the procedures which will be followed.

The manager will present the case and introduce other documentary or witness evidence presented to the Panel.

The employee and/or representative will be invited to ask questions on the case presented and following witness evidence.

The Panel will have the opportunity to ask questions or clarify any issues raised during the presentation and following witness evidence.

The employee and/or representative will present evidence, including presenting documentary or witness evidence.

The manager will be invited to ask questions on the case presented and following witness evidence.

The Panel will have the opportunity to ask questions or clarify any issues raised during the presentation and following witness evidence.

The manager, firstly, and then the employee and/or representative, will be invited to make their closing statements.

All parties will withdraw excepting the Panel and any advisers.

The manager and employee may be recalled to clarify points of uncertainty on evidence already given. If recall is necessary, both parties will return irrespective of the point of clarification sought.

The Panel will consider the case and decision of the Panel. The panel will determine:

To set a further review date where absence is monitored and / or implement adjustments to workplace or duties; or

To Dismiss on grounds of capability owing to absence

The Panel's decision will be confirmed in writing to the employee within five working days.

The Panel hearing the case shall determine any question of procedure not explicitly set out here and if the Panel thinks it necessary/appropriate it may vary the procedure.

Appendix 6 - Procedure to follow at appeal against dismissal

The Appeal Panel, manager, employee and their representative, and any advisers to the Appeal Panel will be present at the start of the hearing. The Appeal Panel will consist of three Senior Managers one of whom must be senior to the Hearing Panel members. None of the members of the Appeal Panel should have had any previous involvement in the case and must be from outside the School/Service.

Agenda for the appeal meeting

The Chair of the Appeal Panel will introduce those present explaining roles (whether decision-making or advisory).

The Chair will explain the purpose of the hearing and the procedures which will be followed.

The employee and/or representative will present evidence, including presenting documentary or witness evidence.

The manager will be invited to ask questions on the case presented and following witness evidence.

The Appeal Panel will have the opportunity to ask questions or clarify any issues raised during the presentation and following witness evidence.

The manager will present the case and introduce other documentary or witness evidence presented to the Appeal Panel.

The employee and/or representative will be invited to ask questions on the case presented and following witness evidence.

The Appeal Panel will have the opportunity to ask questions or clarify any issues raised during the presentation and following witness evidence.

The employee and/or representative, firstly, and then the manager will be invited to make their closing statements.

All parties will withdraw excepting the Appeal Panel and any advisers.

The employee and manager may be recalled to clarify points of uncertainty on evidence already given. If recall is necessary, both parties will return irrespective of the point of clarification sought.

The Appeal Panel will consider the case and decision of the Panel. The panel will determine:

To set a further review period where absence is monitored and/or adaptations are implemented, or

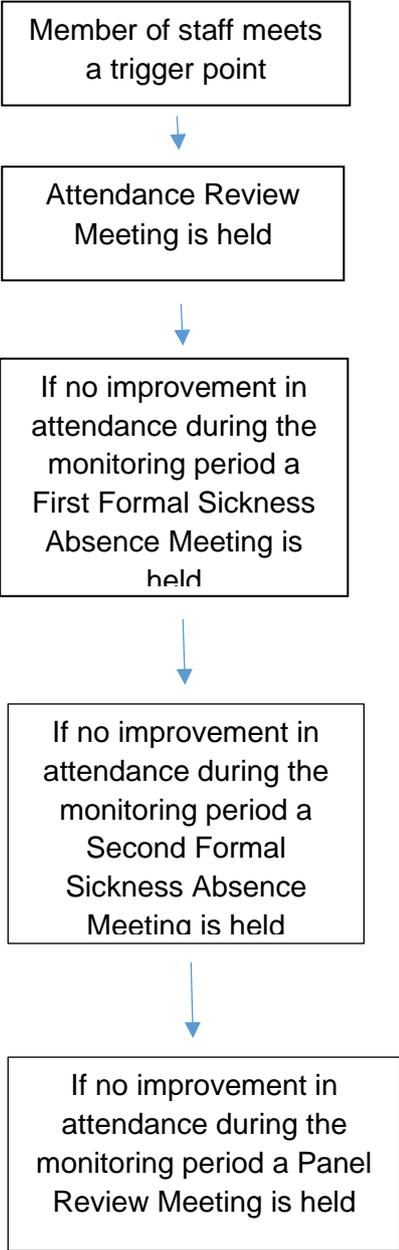
Dismiss the appeal and confirm the Panel's decision to dismiss on grounds of capability due to absence.

The Appeal Panel's decision will be confirmed in writing to the employee within five working days.

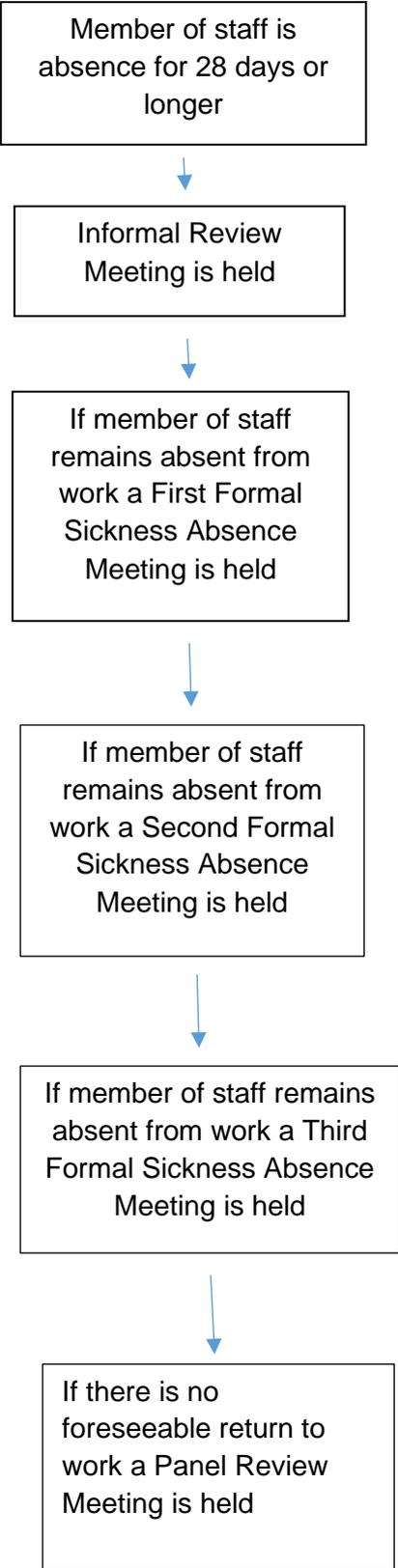
The Appeal Panel's decision is final. There is no further right of appeal. This does not affect the individual's statutory rights to appeal to an Employment Tribunal.

The Appeal Panel hearing the case shall determine any question of procedure not explicitly set out here and if the Appeal Panel thinks it necessary/appropriate it may vary the procedure.

Appendix 7 – Short-term sickness absence flow chart



Appendix 8 – Long-term sickness absence flow chart



POLICY SIGN-OFF AND OWNERSHIP DETAILS

Document name:	Sickness Absence Policy
Version Number:	V2.0
Equality Impact Assessment:	19 October 2022
Approved by:	HRG / JCNC
Date Approved:	October 2022
Next Review due by:	October 2024
Author:	Head of HR
Owner (if different from above):	HR Director
Document Location:	https://www.hud.ac.uk/media/policydocuments/Management-of-Sickness-Absence.pdf
Compliance Checks:	HRG regularly review to ensure compliance
Related Policies/Procedures:	

REVISION HISTORY

Version	Date	Revision description/Summary of changes	Author
V1.1	November 2016	Formatting updates (minor amends not requiring committee approval)	HR Manager
V1.2	November 2019	Formatting updates (minor amends not requiring committee approval) and transference to new template	HR Manager
V1.3	October 2020	Terminology updates (minor amends not requiring committee approval)	HR Manager
V2.0	October 2022	Full review in consultation with the Trade Unions. Approved via JCNC.	Head of HR