

# ATTENDANCE MANAGEMENT POLICY

## APPENDIX 2

NEW	OLD
Title – Attendance Management Policy	Absence Management Sickness Procedure
Not to be involved in activities whilst on sick leave that may inhibit recovery.	
Co-operate fully with the application of this policy.	
In instances of absence to advise their manager in a timely manner of their absence and expected return date.	
1.1 Addition – If unable to return to work when indicated, the employee must contact their manager again to ensure they are aware of the expected duration of the absence and to enable continued provision of services.	
1.4 Part day's sickness absence will be recorded and monitored by the manager. However, if a pattern of these absences emerge the manager will address this as part of the discussion at an Attendance Consultation Meeting (ACM).	
<p>3.1.1 The sickness triggers are used as a prompt for the Attendance Consultation Meeting and by managers as targets towards which improved sickness absence levels can be monitored. A manager is required to arrange this meeting if the employees sickness absence triggers as follows, unless the discretion described in 3.1 is exercised.</p> <ul style="list-style-type: none"> <li>• 3 or more occasions in any rolling 6 month period.</li> <li>• 4 or more occasions in any rolling 12 month period.</li> <li>• 10 or more days in any rolling 12 months.</li> </ul>	
Attendance Consultation Meeting – 3.2.2 The purpose of the meeting is to encourage open, informal discussion between manager and employee to consider in a positive manner a period of absence. The meeting will aim to focus on employee health and welfare and on improvements in attendance. It will identify the reasons for absence and provide advice and support where appropriate. The employee will be supplied with the full details of their absences prior to the meeting and in the meeting will be given the opportunity to discuss the reasons for absence. Ways of alleviating any contribution the employee's work environment may be making to the pattern of ill health will also be explored. The manager should also use this opportunity to review the need for, or effectiveness of, reasonable adjustments as required	

under the DDA, and to review current risk assessments, if appropriate.	
Ill Health Redeployment Procedure (appendix T) – Where employees are permanently redeployed to a job with a lower grade their actual earnings shall be frozen for a period of not more than two years from the date of redeployment, or until the new earnings overtake those in the previous job whichever is the earlier.	