

UTC Cambridge

Sickness Absence Procedure

Lead member of SLT: HR/Business manager
Sub-committee: Chair of Finance & Audit Committee

Associated documentation

UTC Cambridge Equality and Diversity policy
UTC Cambridge Disciplinary and appeals policy

UTC Cambridge Vision

UTC Cambridge: Delivering Future Scientists

UTC Cambridge Mission

Through an innovative curriculum, developed with leading scientists from industry and academia, UTC Cambridge builds bespoke learning solutions delivered in a state of the art science and technology environment that empowers students to manage their academic and career development.

UTC Cambridge Values

We set ourselves challenging goals, are agile and resilient, to achieve our personal best.
By respecting one another we enhance our experience and benefit from different perspectives.
We take individual responsibility, ensuring team delivery.
By respecting our environment, our world, we make a difference.
We celebrate positive contribution and aspire to excellence.
We are morally and ethically responsible in scientific and environmental innovation.

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Review date: August 2016

1. Aim of the Procedure

- 1.1 This document outlines the Procedure for Sickness absence off all staff.
- 1.2 The UTC Cambridge (UTCC) aims to provide a healthy working environment for its staff members and is committed to ensuring health and wellbeing at work. We value the contribution of all staff to our success. All staff are to be treated fairly, consistently and compassionately. We aim to minimise levels of absence, as a high standard of attendance is crucial to the consistent delivery of high quality learning to students.

2. Scope of the Procedure

- 2.1 This procedure applies to all categories of directly employed staff.
- 2.2 This document explains the procedures to be followed by all staff to assist in prevention of sickness absence and effectively manage existing absence. It provides a framework and guidance based on good management practice.
- 2.3 It is recognised that anyone can become ill at any time. Any member of staff who becomes ill should follow the procedure for reporting sickness absence and ensure that they are completely fit before returning to work.

3. The Procedure

- 3.1 UTCC needs to manage sickness absence issues in a way that balances the support provided to staff with daily operational needs. Any sickness absence will be handled in a sensitive and consistent manner.
- 3.2 High absence levels can impact upon everyone. Both staff and management have a joint responsibility in ensuring that absence does not adversely affect job performance and job satisfaction.
- 3.3 Reporting and recording sickness absence accurately is vital to the proper management of sickness absence. Enforcement of UTCC's absence policies, standards and procedures, as well as recording, monitoring and managing a member of staff's work attendance should be recognised and accepted as part of management responsibility.
- 3.4 UTCC is committed to providing support to staff with health issues and to promoting a health environment.
- 3.5 In providing support affected by sickness absence, UTCC recognises that individual circumstances must always be taken into account in order to facilitate a return to work.
- 3.6 UTCC is committed to a consistent and fair approach to monitoring and managing health issues, which will encourage all staff to understand their contribution is appreciated and valued.
- 3.7 UTCC aims to adopt a pro-active approach to monitoring and managing health issues, which will encourage all staff to understand their contribution is appreciated and valued.
- 3.8 Human Resources (HR) will provide support to all staff and managers in ensuring the consistent and fair application of UTCC's sickness absence procedures, and will advise as appropriate on how individual absence issues should be handled.
- 3.9 The procedure defines arrangements for communicating with staff and for establishing meetings. A staff member has the right to request reasonable alternative arrangements be made to these and UTCC will respond as appropriate where they have a specific need and to ensure they are not disadvantaged by the arrangements.

4. Support for Staff with Health Issues

- 4.1 UTCC is committed to providing support to staff with health issues and to promoting a healthy work environment through providing;
 - Rehabilitation arrangements for members of staff that require phased work arrangements.

- Promoting a work/life balance.

5. Procedure for Notification & Certification of Sickness Absence

- 5.1 On the first day of sickness, and any subsequent days of absence not covered by a statement of fitness for work, staff should phone in by 8.00am (or half an hour before their start time if their start time is earlier than 8.00am). They should ring the UTCC absence phone on: 07487801175. If not able to return on the date specified, staff should call again as outlined above. It is the responsibility of the staff member to ensure their absence is reported. If a member of staff does not report for work and has not informed their immediate line manager using the absence request form (appendix 1) or contacted UTCC via the absence line as to why they have not attended, their line manager will make all reasonable efforts to contact them, and will record any actions taken.
- 5.2 Unless otherwise agreed in advance with their line manager as an adjustment to a disability, it is not acceptable to text or email other members of staff, only the absence line must be used, and voicemail messages may be followed up with a telephone call for further information. When a member of staff calls in to notify absence, they are required to provide the following information. The person collecting the information will ensure the information is treated confidentially and is passed on where necessary and to appropriate staff.
- Reason for absence
 - An indication of when they think they will be back at work (if unsure, they should call again the following day if not able to attend work so the line manager and the team can be clear about whether they will be in or not and act accordingly).
 - For teaching staff, wherever possible clear direction should be provided to the location of teaching materials, lesson plans/schemes of work etc. which will be needed to cover classes. These should be emailed to Lsizer@utccambridge.co.uk and copied to Dpacey@utccambridge.co.uk
 - Details of any meetings scheduled for that period and if they need them to be cancelled.
 - Details of any urgent work which was due to be completed during the period, with details of what needs to be done and by when.
- 5.3 Staff must ensure that on their return from sickness absence the line manager is informed of their return to work and a 'return to work' form is completed, to ensure the member of staff is fit to return and so that HR are informed. This ensures that payroll can update their records and sick pay entitlement is calculated accordingly. It is necessary to report back even if staff are due to go onto annual leave otherwise these days will be counted as sick days.
- 5.4 For periods of sickness lasting from 1 to 7 calendar days, completion of the UTCC's Return to work self-certification form is required giving reasons for the absence. This form should be filled in promptly upon returning to work with your line manager or the HR/Business manager and signed during a return to work interview. Return to work forms are available from Reception or HR. For periods of sickness lasting for 8 calendar days or more, both a Statement of Fitness for Work signed by a Doctor/Hospital and a self-certificate are required. The certificates should be continuous and should be provided promptly and prior to the expiry of the previous one. Failure to provide a certificate to cover the period of absence after 7 days could potentially affect pay.
- 5.5 Self-certification forms and Statement of Fitness for Work should be provided to the line manager for forwarding to HR as soon as possible. Statement of Fitness for Work must be continuous and for the full period of absence. If a Statement of Fitness for Work states that a member of staff may be fit to return to work, a meeting will be held with the Line Manager to discuss any adjustments to facilitate this.

- 5.6 Where a staff member falls ill abroad, they should follow the guidance in Appendix 2. A staff member who goes into hospital or other similar institution is required to submit a doctor's statement of admission and a letter of discharge as soon as is practicable.
- 5.7 UTCC may require the staff member unable to return to normal duties to visit an Occupational Health Advisor. They may also be required to visit an independent medical practitioner nominated by UTCC. In such cases, the provisions of the Access to Medical Reports Act 1988 will apply. It is expected that there will be full co-operation between the staff member's own doctor and the independent medical practitioner.
- 5.8 In particular circumstances, UTCC may send an occupational health or college representative to visit him/her at home or conduct a telephone referral. No visits will be made without prior appointment having been agreed in advance with the staff member.
- 5.9 In cases of suspected abuse of the Sickness Absence Management Procedure or where there is a concern about the level or type/pattern of absence, an individual may be required to provide a Statement of Fitness for Work for each absence regardless of duration. UTCC would cover any costs incurred by the staff member in procuring the Statement of Fitness for Work, subject to an invoice from the Doctor's Surgery. Absence that has not been notified according to the procedures listed above will be treated as unauthorised absence and UTCC Disciplinary process will be followed. The deduction of pay due to unauthorised absence will be made from the staff member's pay the month after the absence.

6. Recording & Monitoring Sickness Absence

- 6.1 Accurate recording of all absence assists in ensuring a fair and consistent approach to attendance at work, assists in resolving problems at an early stage and enables support that may be needed to be identified.
- 6.2 Each department is responsible for the accurate recording of absence and should forward to the HR department all relevant sickness documentation.
- 6.3 The HR Department is responsible for monitoring and providing absence information.
- 6.4 The sickness absence records/self-certs and Statement of Fitness for Work will be handled in accordance with the Data Protection Act 1998 at all times.

7. Entitlement to Paid Sick Leave

- 7.1 UTCC pays Statutory Sick Pay (SSP) on behalf of the Department of Social Security, to all members of staff who are eligible to receive it.
- 7.2 Subject to the provisions of this scheme, members of staff will be entitled to the following periods of sick pay;

| | |
|-------------------------------------|------------------------------|
| During first year of service | Full pay for 10 working days |
| During second year of service | Full pay for 15 working days |
| During third year of service | Full pay for 20 working days |
| During fourth year of service | Full pay for 25 working days |
| During five years' service and over | Full pay for 50 working days |

Note: For the purposes of calculating entitlement to Contractual Sick Pay, 'one month' is equivalent to a calendar month.

- 7.3 For the purposes of this scheme, sick pay entitlement is based on service completed as at the **first** day of sickness. When determining payment for sickness, account is taken of all periods of sickness during the preceding 12 months as at the first day of sickness. The original absence start date will be maintained if the employee has another absence period inside the 8 week SSP linking period.
- 7.4 Payment of sick pay is conditional upon the employee complying in full with UTCC's sickness procedure. UTCC therefore reserves the right to cease payment of sick pay in the following circumstances (this list is not exhaustive).
- If the employee does not follow the UTCC's sickness reporting arrangements or fails to keep in touch during periods of absence.
 - If the employee does not provide self-certification or Statement of Fitness for Work for periods of absence.
 - If the employee declines to undertake a professional independent medical assessment including Occupational Health required by UTCC.
 - If the employee declines appropriate medical assistance/support which would aid them in return to health and return to work.
 - If the employee undertakes any actions which prejudices their recovery.
 - If the employee does not engage constructively in discussions with UTCC regarding a return to work in consideration of professional independent medical advice.
- 7.5 If any of the above circumstances apply the Principal can make the decision to withhold sick pay, in consultation with HR to ensure fairness and consistency within the organisation. The staff member will be informed if UTCC intends to cease the payment of sick pay. If the member of staff wishes to challenge the decision, they should put the reasons in writing to the HRM who will contact an alternative member of the Management Team who will look into all the circumstances and will make a final decision.
- 7.6 If the member of staff is entitled to receive SSP, or is in receipt of any other allowances or benefits, these will be offset against any entitlement to full pay.
- 7.7 If a bank or public holiday occurs during a period of sick leave, the member of staff will continue to receive sick pay. No payment will be made for a bank or public holiday, which occurs during a period of unpaid sick leave.

8. Absences due to Injuries or Accidents

- 8.1 No allowance will be payable under this scheme in the case of accidents that result from active participation in sport outside of UTCC, or where the absence arises from, or is attributable to, the member of staff's own misconduct.
- 8.2 Where a member of staff is absent as a result of an accident, which results in a pay damages payment from a third party, they will be required to refund any sick pay received in accordance with this scheme.
- 8.3 Where an award has been made by a third party as a result of an accident, the UTCC may, at its discretion, discount the period of sick leave occasioned by the injury when calculating any future entitlement to sick pay under this scheme.

9. Consequences on Non-compliance

- 9.1 UTCC reserves the right to take disciplinary action as a conduct issue in the event that the reporting procedures are not complied with, if the employee has misrepresented the cause of their absence or where the reasons given for absence are demonstrably unreasonable.

10. Sickness during Annual Leave

- 10.1 If annual leave is booked and the member of staff becomes ill during that time, they will be re-credited for annual leave days covered by a Statement of Fitness for Work up to at the maximum statutory amount of leave. Days covered by a self-certificate only will not be re-credited.
- 10.2 Any days re-credited must be taken during the current annual leave year and be agreed following the normal amendment to annual leave booking process. Staff members will not be entitled to carry over into the following annual leave year or be paid for any unused annual leave they have not taken on account of them being on sick leave. Staff members in this situation should discuss if there are other available options with their line manager.

11. Management of Sickness Absence

- 11.1 Adequate and meaningful discussions (face-to-face or in some other form) should take place with staff members when managing individual cases of sickness absence. Line Managers should be prepared to discuss absence and sickness issues with their staff as and when needed. This section provides guidance on how to deal with cases of short and long term absence from work.

There are normally two categories of sickness absence.

- Short term – ‘occasional days’ off work.
- Long term – consecutive weeks/months off work.

12. Short Term Sickness Absence

- 12.1 Short term absence can normally be described as an absence which lasts for no more than 4 weeks.
- 12.2 If a staff member has been off due to sickness for 3 periods of absence in the previous 12 month period, the line manager should organise an informal absence review meeting with the staff member. If there are other relevant circumstances or a particular pattern of absence has been identified, i.e. consistently absent on Fridays or Mondays, an informal absence review meeting should also be held.
- 12.3 In the case where no Statement of Fitness for Work is provided to support frequent short-term self-certified absences then the staff member will be asked to see a doctor or Occupational Health to establish whether treatment is necessary and whether the underlying reason for the absence is work-related. If the medical information does not support the frequency of the absence UTCC will consider whether to take action under the Sickness Procedure.
- 12.4 The line manager will be responsible for the investigation of the absence prior to the review meeting. HR will provide any relevant data on a staff member’s history absence and copies of any documentation needed.

13. Long Term Sickness Absence

- 13.1 Long term absence can be defined as ‘continuous absence through ill health, which can raise the question of whether a staff member is capable of doing the job for which they were appointed’. Long term absence can normally be described as absence which lasts more than 4 weeks and is covered by a Statement of Fitness for Work.
- 13.2 UTCC recognises the complexity and individuality of ill health problems. The two main considerations which need to be balanced in dealing with long term sickness absence are:
 - To meet the needs of the UTC Cambridge – It is reasonable for managers who need to run an area efficiently to expect that the staff member remains capable of carrying out the duties for which they are employed. The staff member should therefore keep

their line manager informed regularly about the absence. This consultation can be conducted personally either through telephone calls, hospital visits or, where agreed with the individual, through home visits. Written correspondence should usually only be issued to confirm discussions or where the staff member is too ill to meet or speak with the line manager.

- To meet the needs of the staff member – The welfare aspect of long-term sickness must not be ignored. The line manager will act fairly, reasonably and sensitively.
- 13.3 Communication with any member of staff on long term absence is particularly important. If a member of staff is on long term absence they should ensure they have a Statement of Fitness for Work to cover the full period of absence and should also call their line manager on obtaining the Statement of Fitness for Work to keep them fully informed and allow the line manager to provide appropriate support and to deal with any operational issues needing to be covered. The staff member should provide the Statement of Fitness to Work to the line manager or centre administrator as soon as possible after the medical appointment. The line manager may also make contact with the member of staff whilst absent from work. It is of course appreciated that there may be exceptional situations where it is not possible for the person to do this i.e. if they are seriously ill or in hospital.
- 13.4 The staff member's line manager must keep in touch regularly with the staff member so that assistance can be offered, if appropriate, including an assessment of support that may be required on return. The line manager may keep a record of all contact with the staff member during their period of absence including:
- Date and time of contact.
 - Brief summary of discussion.
 - Any outcome and actions agreed.
- This can be recorded on an informal absence review form, a copy of which will be sent to the staff member and to HR.
- 13.5 If the staff member's absence last for 4 weeks or more, the line manager will arrange to discuss with the staff member a referral to Occupational Health which will be booked via the HR Department.
- 13.6 If a phased return to work is recommended in writing by a medical professional and is agreed by the College following a long term period of absence, staff members will return on the agreed basis until full contractual hours are reached over a reasonable period. The phased return period will be paid as a combination of worked hours and sick pay, in accordance to what is worked and the amount of personal sick pay allowance available for that member of staff. The maximum period for a phased return will be 12 weeks.

14. Return to Work Discussions

- 14.1 A return to work discussion is an essential component of managing sickness absence, particularly short-term absence, as it can help to demonstrate concern for the member of staff's health and also identify and address problems at an early stage. It can encourage dialogue to occur between the line manager and staff member about any underlying issues which may be the cause of the sickness absence.
- 14.2 A return to work discussion should be conducted after every period of absence, regardless of length of absence. The discussion wherever possible should take place on the staff member's first day back at work. If this isn't possible it should be completed within 3 days of the staff members return to work.
- 14.3 The return to work discussion should cover the following main points:
- Discuss reasons for absence and identify any actions needed or support required, is the member of staff fit to return?
 - Provide an opportunity to update on work or information the staff member has missed

- and do handover of work back to returning staff member.
- Provide the member of staff with the opportunity to discuss any concerns they may have.
- Discuss a referral to Occupational Health if needed.
- 14.4 Details of the return to work discussion should be recorded, along with any actions agreed, on the 'Return to Work Form' and returned to HR.
- 14.5 Line managers should refer to the current guidance document entitled 'Management Guidance on Return to Work discussions' for further detailed advice and guidance on how to conduct a return to work discussion which can be provided by the HR Department.

15. Occupational Health

- 15.1 The role of Occupational Health is to provide a source of independent, expert guidance. The role of the occupational health nurse is to provide advice on steps UTCC can take to improve an individuals' attendance and advise on whether additional information is required, and if so, on the most appropriate sources of that information.
- 15.2 In addition, the occupational health nurse should:
 - Assist managers and HR in monitoring the health of staff.
 - Help identify health problems and fitness for work issues at an early stage.
 - Formulate rehabilitation programmes/return to work strategies.
 - Work closely with line managers and the HRM.
 - Promote staff wellbeing and healthy living.
- 15.3 Referrals to occupational health physicians may also be undertaken to obtain further medical information and a professional opinion related to more complex situations or where an opinion is needed on the member of staff's fitness to undertake the role.
- 15.4 Occupational health referrals should be made for the following.
 - Staff who appear to be suffering from stress or indicate absence is caused by work or have a Statement of Fitness for Work which indicates stress.
 - Staff who have a health issue which affects them at work.
 - Staff who have had 4 weeks continuous absence or more.
- 15.5 Line managers should seek further guidance on Occupational Health referral from HR.

16. Informal Absence Review Meeting

- 16.1 These will be held on the following:
 - If an employee has 3 occasions of sickness absence within a rolling year.
 - Following an Occupational Health report if an employee is off long term sick.
- 16.2 The purpose of the meeting is to:
 - Explore reasons for the absence and whether there is an underlying medical condition, work related issue, welfare or personal problems, accident at work, etc.
 - Review the staff members' attendance record.
 - Determine whether patterns of absence have been identified.
 - Discuss practical steps that could be taken to reduce absence levels in future.
 - Recommend 'reasonable adjustments' to the working arrangements or physical features where the person is covered by the Disability Discrimination Act.
 - Discuss the Occupational Health report, or statement of fitness to work, if applicable and consider how a member of staff could be supported in returning to work including the following:
 - i) Adjusted working hours
 - ii) Adjusted responsibilities or duties
 - iii) Additional support
 - iv) Reasonable adjustments to the workplace

- v) Allowing sickness absence related to the return to work (for example hospital appointments) that does not trigger a formal absence meeting
 - vi) Options for facilitating a return to work
 - vii) A timescale for return
 - viii) Deciding whether a risk assessment is required
- 16.3 During the meeting the line manager should agree on regular monitoring review meetings to monitor the levels of sickness absence of the staff member and actions and targets for sickness absence should be established, detailing what has been agreed. It is recommended that the action plan should cover a 2-3 month period. The line manager should also warn the staff member of the consequences (including the possibility of a formal absence review meeting) should the absence not improve. The informal review paperwork should be sent to the HR/Business manager along with any subsequent target review meeting paperwork.
- 16.4 If during any agreed monitoring period following the informal absence review meeting, or at the end of the agreed period, levels of sickness absence do not reach the required targets, the line manager should discuss this again with the staff member so that they have the opportunity to respond accordingly. Before taking further action the following needs to be considered:
- Length of each absence.
 - Impact of the absences on the workload and disruption to service delivery.
 - Outcome of the discussion.
 - Previous sickness/attendance records.
 - Medical information available including Occupational Health Reports or other professional independent medical advice.
- 16.5 Following consideration of the above, if all recommendations have been exhausted and there is no indication of any improvement or imminent or foreseeable return to work, the line manager will refer the matter to a Formal Absence Review Meeting. In such cases, the manager must produce to HR a comprehensive record of all actions and outcomes taken.
- 16.6 The letter confirming the hearing will state that continued employment may be at risk as a result of the formal meeting. Staff members will be given at least 24 hours' notice in writing of this meeting and the HR/Business Manager will make arrangements for the hearing.

17. Formal Absence Review Meeting

- 17.1 A formal absence review meeting will be organised if the levels of sickness absence do not reach the required targets following the informal absence review process.
- 17.2 This meeting will be chaired by a manager and be supported by the HR/Business Manager. The staff member can bring with them a work colleague or union member as a representative. UTCC will also consider reasonable requests from staff members for alternative representation where they have a specific need for specialist support.
- 17.3 Once all evidence has been heard the Manager will adjourn with the HR/Business manager and make a decision based on the evidence presented and any other relevant information, such as a report from the Occupational Health Nurse or Doctor.
The outcome may be as follows:
- No action taken.
 - Offer of suitable alternative employment where this exists or
 - Recommended 'reasonable adjustments' to the working arrangements or physical features where the person is covered by the Disability Discrimination Act.
 - In cases of long term sickness refer for ill-health retirement in accordance with pension scheme regulations.
 - Issue a verbal, formal written or final warning.
 - Dismissal (To be held by the Deputy Principal or a member of the senior leadership

- team).
- 17.4 A verbal warning may be issued for a 3rd absence or more, as a corrective measure, the sanction will remain live for a 6 month period.
 - 17.5 A formal written warning may be issued for a 4th absence or more, as a corrective measure, the sanction will remain live for 6 months.
 - 17.6 A final written warning may be issued on the 5th absence or above, as a corrective measure, the sanction will remain live for 12 months.
 - 17.7 Where absence has still not improved to a satisfactory level the staff member will be invited to a formal meeting, as outlines in 17.2, where a decision will be made regarding dismissal. This will be held with the Deputy Principal or a member of the senior leadership team and the HR/Business Manager.

18. Appeals

- 18.1 Staff members' have the right to appeal against any decision made at a Formal Absence Hearing. Appeals should be made in writing to the HR/Business Manager and must be submitted within 5 working days of the Formal Absence Hearing. If a warning has been issued the appeal meeting will be chaired by the Principal and the HR/Business Manager. The Staff member has the right to be accompanied by either a work colleague or a trade union representative.

19. Disciplinary and Capability Process and Sickness Absence

- 19.1 If a staff member involved in a disciplinary, capability (performance management) or grievance procedure who is expected to attend a hearing related to one of these procedures, is absent from work for sickness prior to the hearing taking place or whilst in the midst of a procedure, the absence procedure shall continue to be applied.
- 19.2 Appropriate adjustments to the process agreed by UTCC may be made. Depending on the particular circumstances of the case, if the staff member is deemed unfit by an independent medical practitioner to attend a hearing for a specific period of time, or if the prognosis is uncertain, consideration will be given to postponing the hearing for a reasonable length of time. However where it is not possible to re-arrange the hearing to take place within a reasonable period of time, the staff member will be invited to state their case in writing, in response to a written explanation of the allegations and evidence from the employer.

20. Responsibilities

- 20.1 The HR/Business Manager is responsible for providing professional advice, training, guidance and support in the implementation of the sickness procedure.
- 20.2 The managers are responsible for managing sickness absence situations and for following the sickness absence procedure.
- 20.3 SLT are responsible for making decisions regarding withholding sick pay.
- 20.4 Managers and SLT are responsible for chairing formal hearings.
- 20.5 The Principal or Deputy Principal is responsible for hearing appeals against warnings.
- 20.6 The Principal is responsible for hearing appeals against dismissal.
- 20.7 All staff are responsible for complying with the sickness absence procedure.
- 20.8 This document will be subject to a yearly review in August of each year (as a minimum). The review will be initiated by the HR/Business Manager.



Appendix I

UTC Cambridge Return to work form

| | | | | | |
|---|--|------------------|--|-----|--|
| Name: | | Position: | | | |
| Code for absence | S- Sick P- Parental leave/time off with dependants B- Bereavement N- not authorised | | | | |
| Sick entitlement, excluding current absence | | UTCC Entitlement | | SSP | |
| Date of meeting | | | | | |
| Meeting conducted by & position | | | | | |

Section I: Absence Details

Reason For absence:

| | | |
|--|-------------------------------|------------------------------|
| 1. Date of absence | From: | To: |
| 2. Date of return to work | | |
| 3. Did the employee follow the correct absence reporting procedure? (if no why not) | | |
| 4. If absence if more than 7 days has a Doctor's note been received | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| 5. What was the reason for absence given in initial phone call? | | |
| 6. Dates of absence in last rolling 12 month period | | |

Section 2: The interview

| |
|---|
| 1. How are you now? |
| 2. Are you able to carry out your normal hours and duties? |
| 3. What was the cause of your absence? |
| 4. Was the absence related to an accident at work? |
| 5. If yes, was an accident or incident report form completed (if not why not) |
| 6. Did you consult a Doctor or other medical practitioner? (please give details of when) |
| 7. Are you on any medication which may affect your performance? |
| 8. If yes what effect could this have (positive or negatively) |
| 9. Managers should give an update to employee on issues affecting department during absence e.g. change of work/staff positions |

| |
|--|
| 10. Do you require any additional support? |
| 11. Are there any issues which the employee wishes to raise following their recent absence? |
| 12. Managers should give an update to employee on issues affecting department during absence e.g. change of work/staff positions |

Section3: Next Steps

| | | | |
|--|--|------|--|
| Summary of discussion/outcome & any adjustments to be made upon employee’s return to work and any other comments | | | |
| Review date for agreed action | | | |
| Employee’s signature | | Date | |
| Interviewer’s signature | | Date | |

Appendix 2.

Staff members' who fall sick abroad

The following outlines the procedure for managing situations where members of staff are taken ill whilst abroad:

- The member of staff must give to the manager a contactable address or telephone number through which communications can be directed.
- Statements to verify a certifiable period of illness should be obtained from a recognised medical practitioner or hospital consultant in the country in which the illness has occurred and this should be sent to the appropriate line manager by the eighth day of absence and at regular reasonable intervals thereafter. A statement of fitness to work on the termination of the illness should also be obtained if the member of staff is still abroad at that time.
- If a member of staff returns to this country whilst still ill he/she should immediately see his/her GP or hospital consultant for treatment and obtain another statement to verify the illness.
- In both cases mentioned above, UTCC requires any medical reports made by the medical personnel in the country concerned for inspection by the GP or hospital consultant. Depending on the circumstances it may be appropriate to accept photocopies of documentation.
- Where leave without pay is taken for holidays abroad, with or without the addition of paid annual leave, contracts of employment will be suspended. Any illness occurring during the period of unpaid absence **will not** come within the statutory pay scheme.
- Staff members are advised that (particularly with regard to the last item above) arrangements have been made by the Department of Social Security for claimants to be paid sick pay when taken ill in EEC countries but this does not apply anywhere else and they should ensure their holiday insurance covers them for such eventualities.
- The Department of Social Security's advice on overseas medical certificates is that such certificates must contain the following minimum information:
 - i) The name, address and medical qualifications of the Doctor
 - ii) The date of examination
 - iii) The Doctor's opinion of the individuals' capacity for any type of work.
 - iv) The duration, not to exceed four weeks that he/she considers the staff member should refrain from work.