

APPENDIX 1 - SICKNESS ABSENCE POLICY REVIEW - COMPARISON BETWEEN CURRENT AND PROPOSED

SHORT TERM SICKNESS

	REDDITCH BOROUGH COUNCIL	PROPOSED
TRIGGER POINTS	3 occasions in a 12 months period or 7 working days during a 12 month period.	3 or more separate absences or a continuous absence of 6 days or more within a 12 month rolling period.
NUMBER OF STAGES	5 Stages	4 Stages Employees have the right to be accompanied by either a Trade Union representative or work colleague at all formal stages.
STAGE 1	Returning To Work Discussion No Targets Set No review period given	Sickness Absence Meeting Reasons for absence discussed. Occupational Health support where appropriate. Tolerance levels agreed. 3 month review period set.
STAGE 2	Welfare And Attendance Review Set Targets No review period given	Sickness Absence Review Meeting - (after 3 month review period or sooner if tolerance levels exceeded) Reasons for ongoing poor attendance discussed. Further tolerance levels agreed. Occupational Health support. 3 month review period set.

<p>STAGE 3</p>	<p>Formal Absence Review If there are 2 more absences in the following 3 months after stage 2, or more than 3 working days lost then the issue should be referred to the Service manager for a Formal Review Set Targets Review period of no more than 3 months from this meeting</p>	<p>Final Sickness Absence Review Meeting - (after 3 month review period or sooner if tolerance levels exceeded) Further tolerance levels agreed. 3 month review period set. Employee advised that next stage is hearing which may result in formal action up to and including dismissal. Following review or sooner if tolerances exceeded move to Stage 4 Hearing.</p>
<p>STAGE 4</p>	<p>Final Review This is when the Hearing takes place and dismissal is considered. Only a Director can make a decision on dismissal</p>	<p>Case Review Hearing Manager presents case. Employee presents views/response. Head of Service hears case and considers options. Head of Service may dismiss employee.*(See note)</p>
<p>STAGE 5</p>	<p>Dismissal Decision</p>	
<p>APPEALS</p>	<p>The employee will have the right to appeal against their dismissal in accordance with the Appeals procedure outlined in the council's Disciplinary Procedure.</p>	<p>Right of Appeal at Stage 4 which will be heard by a Member panel.*(See note)</p>

LONG TERM SICKNESS

	REDDITCH BOROUGH COUNCIL	PROPOSED
TRIGGER POINTS	If employee is absent for a month and there is no likelihood of return then the manager needs to complete occupational health referral form and notify the employee of this.	After 2 weeks of absence – manager contacts employee for a welfare chat and arranges a Stage 1 meeting for the 4 th week of absence. This may be a home visit, where agreed and appropriate, or at a suitable venue.
NUMBER OF STAGES	No set stages in place in this policy	4 Stages
STAGE 1	Maintaining Contact and Wait and See.	Welfare and Review Meeting - (Week 4) Discuss absence and prognosis. Update on work as appropriate. Referral to occupational health or other suitable support service.
STAGE 2	Maintaining Contact and Wait and See	Sickness Absence Review Meeting - (begin Week 8 – 10) One or several review meetings to review situation in accordance with occupational health guidance/other medical reports. Timescales for meetings should be every 4-6 weeks as a minimum.

STAGE 3	Maintaining Contact and Wait and See	Final Sickness Absence Review Meeting - (Week 12 onwards as appropriate) Review ongoing absence. Must seek and consider medical advice. Discuss redeployment options. Is continued employment feasible? Consider referral to Stage 4 Hearing. Advise employee that next stage may result in dismissal.
STAGE 4	Hearing Led by the director and who can make the decision to dismiss.	Long-term Sickness Case Hearing Case presented by Manager. Employee presents views/response. Occupational Health in attendance, with the provision of medical reports. Head of Service hears case and considers options. Head of Service may dismiss employee.*(See note)
APPEALS	The employee has the right to appeal against their dismissal in accordance with the Appeals procedure outlined in the council's Disciplinary Procedure	Right of Appeal at Stage 4 which will be heard by a Member panel.*(See note)

*Where the employee being managed through the Sickness Absence Policy is at Head of Service level or above, the procedure for hearings and appeals will apply as detailed in the Conditions of Service for JNC Chief Officers. Namely a Designated Independent Person will investigate and make recommendations, a politically-balanced Member Investigating and Disciplinary Committee will hear the case and a further Member Appeals Committee will hear any resulting appeals. Where appropriate, a recommendation to dismiss will be referred to the Council for a final decision.