

**APPENDIX 1**  
**SICKNESS ABSENCE POLICY REVIEW – COMPARISON TABLE**

**SHORT TERM SICKNESS**

	<b>REDDITCH BOROUGH COUNCIL - CURRENT</b>	<b>REDDITCH BOROUGH COUNCIL - PROPOSED</b>	<b>Boston Borough Council</b>	<b>Bromsgrove District Council</b>	<b>Oadby and Wigston Borough Council</b>	<b>Rugby Borough Council</b>
<b>TRIGGER POINTS</b>	3 occasions in a 12 month 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.	3 occasions in a 12 month period or 7 working days during a 12 month period.	3 or more absences in previous 6 months or 6 days in previous 6 months.	3 episodes of sickness absence or; 14 calendar days or; 1 episode or several episodes that total 14 calendar days in any rolling 12 month period.	3 or more occasions in any rolling 6 month period; 4 or more occasions in any 12 month period or 10 or more days in any rolling 12 months.
<b>NUMBER OF STAGES</b>	5 Stages	4 Stages	3 stages	5 stages (inc informal)	3 (inc informal)	3 (inc informal)
<b>STAGE 1</b>	<b>Returning To Work Discussion</b> No Targets Set No review period given.	<b>Sickness Absence Meeting</b> Reasons for absence discussed. Occupational Health (OH) support where appropriate. Tolerance levels agreed. 3 month review period set.	<b>Review</b> Concerns that you have work related health problems or an existing condition. Reasons for absence and restrictions or adjustments that could be made. Timescale considered. Action Plan set.	<b>Informal Action – Meeting</b> Manager to consider the particular circumstances. Is there a pattern or cause for problem? Set targets for improvement where necessary and review date.	<b>Informal Procedure</b> An informal discussion will take place at the Return to Work interview to discuss absences and ascertain support/ Assistance required. Discussion must be documented in a letter.	<b>Sickness Consultation Interview (informal)</b> Informal discussion to discuss period of absence, focused on health and welfare to make improvements. Targets will be set. Written notes taken and provided for employee.
<b>STAGE 2</b>	<b>Welfare And Attendance Review</b> Set Targets No review period given.	<b>Sickness Absence Review Meeting - (after 3 month review period or sooner if tolerance levels exceeded)</b> Reasons for ongoing poor attendance discussed. Further tolerance levels agreed. OH support. 3 month review period set.	<b>Stage 2</b> Held after conclusion of timescale set at stage 1. Failure to meet requirements set at stage 1. An agreed extension of the action plan. Only 1 extension can be granted. Referral to OH if appropriate.	<b>Stage 1 Sickness Absence Review Meeting</b> If there are continued management concerns relating to absence. Further targets and review period set.	<b>Stage 1</b> This is triggered following informal discussion and 4 episodes/more than 14 calendar days of absence in the preceding (rolling) 12 months. Possible referral to OH. Review and identify support. Review date set within 3 months of Stage 1 meeting. Stage 1 can be extended at that review.	<b>Stage 1</b> If no improvements are made a formal interview will be held and a first warning issued. Further targets for improvement will be set. A referral to OH can be used to help set reasonable targets. Stage 1 can be repeated if appropriate.

<p><b>STAGE 3</b></p>	<p><b>Formal Absence Review</b> 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><b>Final Sickness Absence Review Meeting - (after 3 month review period or sooner if tolerance levels exceeded)</b> Further tolerance levels agreed. 3 month review period set. Employee advised that next stage is hearing which may result in dismissal. Following review or sooner if tolerances exceeded move to Stage 4 Hearing.</p>	<p><b>Stage 3</b> This will be required where improvement is genuinely beyond the person's ability and a stage 2 review has taken place. May be necessary as a last resort to consider terminating employment or possible redeployment.</p>	<p><b>Stage 2 Sickness Absence Review Meeting</b> Written request to formal meeting. New targets and review period set (not exceeding 6 months).</p>	<p><b>Stage 2</b> If attendance still remains a cause for concern a Stage 2 meeting will be convened and the employee informed that dismissal may be contemplated.</p>	<p><b>Stage 2</b> If no improvement after Stage 1 a further warning can be given. A final warning can be given. Where a final warning is issued an employee may be dismissed – this will only follow after a formal disciplinary hearing.</p>
<p><b>STAGE 4</b></p>	<p><b>Final Review</b> This is when the Hearing takes place and dismissal is considered. Only a Director can make a decision on dismissal.</p>	<p><b>Case Review Hearing</b> Manager presents case. Employee presents views/response. Head of Service hears case and considers options. Head of Service may dismiss employee.</p>		<p><b>Final Sickness Absence Review Meeting</b> Written request to formal meeting. New targets and review period set (not exceeding 6 months).</p>		
<p><b>STAGE 5</b></p>	<p><b>Dismissal Decision</b></p>			<p><b>Case Review Hearing</b> Senior management may dismiss or take other action such as setting new targets and review period (not exceed 6 months).</p>		
<p><b>APPEALS</b></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 go to an Executive Director.</p>	<p>There is right of appeal against decisions made at any stage of the process.</p>	<p>There is a right to appeal at all formal stages.</p>		

**LONG TERM SICKNESS**

	<b>REDDITCH BOROUGH COUNCIL</b>	<b>PROPOSED</b>	<b>Boston Borough Council</b>	<b>Bromsgrove District Council</b>	<b>Oadby and Wigston Borough Council</b>	<b>Rugby Borough Council</b>
<b>TRIGGER POINTS</b>	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 4th week of absence. This may be a home visit or at a suitable venue.	A period exceeding 12 consecutive calendar days certificated sickness absence.	If absence continues for a period of 4 weeks.	Continued absence in excess of four working weeks.	A sickness period that goes on longer than 4 consecutive weeks.
<b>NUMBER OF STAGES</b>	No set stages in place in this policy	4 Stages	No formal stages	4 Stages	No formal stages	No formal stages
<b>STAGE 1</b>	Maintaining Contact and Wait and See.	<b>Welfare and Review Meeting - (Week 4)</b> Discuss absence and prognosis. Update on work as appropriate. Referral to OH.	No set timescales – telephone calls at beginning of absence followed by home visits if necessary and referral to OH.	<b>Home Visit</b> If no imminent return to work date referral to OH.	<b>Referral to OH</b> No later than 4 weeks after the absence commences. In the case of work related stress, infectious disease, industrial injury or skeletal injury referral should be made as soon as certificate received and no later than 8 days of absence.	<b>Pre arranged Home Visit</b> After initial 4 week period of absence. If not fit to return to work a referral to OH will be made at this point.
<b>STAGE 2</b>	Maintaining Contact and Wait and See.	<b>Sickness Absence Review Meeting - ( begin Week 8 – 10)</b> 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.	No strict timescales, but procedure followed is similar to short term but with more flexibility.	<b>Meeting to discuss OH Report</b> Consider options available as recommended by OH. Arrange meetings to review situation in accordance with OH guidance.	<b>Monthly Health Review Meetings</b> To ensure appropriate management support is provided, OH advice is sought and action plan agreed to facilitate early return to work.	<b>Meeting arranged to discuss OH Report</b> Consider options available as recommended by OH. Arrange meetings to review situation in accordance with OH guidance.
<b>STAGE 3</b>	Maintaining Contact and Wait and See.	<b>Final Sickness Absence Review Meeting - (Week 12 onwards as appropriate)</b> 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.		<b>Is Continued employment feasible?</b> Yes – review and discuss arrangements for return to work or consider redeployment.	<b>Final Review Meeting</b> Arranged on receipt of OH report to discuss options available i.e. redeployment or issue of notice of termination of contract on grounds of incapability due to ill health.	<b>If continued employment not feasible –</b> it is council policy to give employee time to recover from their illness so a decision is likely to be made between 6-12 months in respect of dismissal.

<b>STAGE 4</b>	Hearing Led by the director and who can make the decision to dismiss.	<b>Long-term Sickness Case Hearing</b> Case presented by Manager. Employee presents views/response. Head of Service hears case and considers options. Head of Service may dismiss employee.		<b>Case Review Meeting</b> Senior management may discuss dismissal or take other action as appropriate.		
<b>APPEALS</b>	The employee will have 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 go to an Executive Director.			There is a right to appeal at all formal stages of the procedure.	Right to appeal if dismissed.