**The Employees responsibilities in relation to Attendance Management:**

* For unplanned absences, speaking to their manager as soon as possible about the absence but normally no later than one hour after the time they are expected to start work (earlier where possible).  Notification should be made personally by the employee or, in exceptional circumstances, where the employee cannot make contact, a relative or friend. Text or e-mail notification would not be appropriate unless previously agreed with managers.
* Notifying their manager as soon as possible of any planned absences (e.g. where confirmation of a medical  appointment has already been received) so that discussions can take place concerning workloads, anticipated length of absence and any return to work issues.
* The employee should remain in contact with their manager during their absence, and be contactable at all times during their absence and participate in discussions/meetings with them.  The employee is required to attend occupational health appointments and reviews arranged for them by health and wellbeing services.
* The purpose of this contact is to enable the manager to enquire of the employee’s health, explore what additional support may be provided and, as appropriate, keep the employee up to date with developments at work and consider arrangements and timescales for an effective return to work.
* For absences of seven calendar days or less, a self certification form should be completed upon their return to work so that their manager can undertake a return to work discussion and update their records.
* For periods of absence between one and seven calendar days a manager reserves the right to request a GP medical statement (fit note) if this is deemed appropriate in managing the employee’s attendance. The authority will pay any fees associated with such requests.
* For absences exceeding seven calendar days, a medical statement (fit note) should be submitted at appropriate intervals to cover the absence.  Statements must be submitted to the manager by the employee as soon as possible after they have been issued.  The medical statement provided by the employee’s GP will be a “Statement of fitness for work” (fit note) and will advise either:
  + That the employee may be fit for work with adjustments or
  + If it is not possible for adjustments to be provided as recommended by the GP then the medical statement (fit note) should be used as if the GP had advised not fit for work. The GP will clearly state the length of time the medical statement is to cover and will also state clearly if the employee needs to be reassessed at the end of this period.
* Employees must not undertake any leisure, sporting or other activities that could be detrimental to their recovery and return to work.
* Employees should not embark upon any paid employment on days when they should be working for the Trust as this could be considered a disciplinary issue see disciplinary policy.
* Where an employee has multiple posts, mangers are advised to seek advice from health and wellbeing services regarding the fitness for work relating to all of the roles. This will ensure that undertaking one role is not detrimental to the recovery of the individual.
* If the employee’s absence is attributed to an accident assault, injury or disease whilst undertaking the duties of their post, they must report this to their line manager as soon as practicable. An accident/incident report must also be completed at this point for submission to the appropriate health and safety risk manager. Health and safety accident reporting. The manager will undertake an appropriate investigation in accordance with the authority’s accident and incident reporting procedure, lone working procedures and violence against employee’s policy.