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

In cases where an employee is unable to attend work for reasons related to ill health the manager will ensure that they:

* Treat the individual concerned with empathy and understanding.
* Treat matters related to ill health with confidentiality.
* Encourage attendance by early intervention in attendance issues and seeking positive solutions.
* Establish effective communication to ensure all employees are aware of reporting procedures and their responsibilities relating to attendance employee guidance.
* Conduct return to work updates promptly after each absence to clarify reasons for absence and offer appropriate support
* Seek medical advice where appropriate, via health and wellbeing services.
* Keep accurate records of all absence and up to date as this could affect occupational sick pay.
* Where absence is attributable to an accident at work implement the accident at work reporting procedures health and safety intranet site.
* Maintain accurate and up to date return to work documentation (including risk assessments undertaken).
* Monitor trends, patterns and reasons for absence, using management information.
* Treat as misconduct any abuse of the attendance management policy. Disciplinary policy.
* Include sickness information when assessing performance in appraisals, when considering increments, including probationary and induction monitoring, using the performance management framework.
* Report attendance information through team structures up to the board, leadership groups and directors to enable strategic management and ownership**.**

**Sickness Absence – Return to Work Meeting Guidelines**

A return to work meeting should take place in private, after every period of absence (including single days) – this should take place as soon as this employee returns.

In the majority of cases the meeting will be informal, simple and fast, a matter of courtesy, with the aim to offer support at a time of illness or potential difficulty.

Return to work meetings should take place within 48 hours of the employee returning to work and the pro-forma must be completed on each occasion and returned to the main office where it will be stored with relevant documentation pertinent to the absence.

Ensure you acquaint yourself with the employee’s sickness absence record prior to the meeting – contact Julie Forde if you are unable to obtain this information.

|  |  |
| --- | --- |
| **DO** | **DON’T** |
| * Welcome the employee back * Consider the individual circumstances * Ensure a fit to return note or self certification form has been completed * Discuss the cause of the absence and identify any underlying issues * Document the discussion in the space provided on the form * Consider need for referral to Occupational Health and/or any adjustments * Reinforce the importance of their contribution to the school but indicate that you will keep their sickness absence under review if there are any concerns about their previous absence levels * Provide an update on any relevant work issues * Update them on their absence trigger points so they are aware | * Make any exceptions * Interrogate or harangue * Make vague judgements about someone’s illness or general state of health or what is and isn’t “legitimate” sickness or other generalisations * Tag on other issues |

The outcome of the meeting should leave the employee feeling that their input is appreciated and that they were missed during their absence. It should also enable you to give support in the event that an ongoing health problem is identified and the opportunity to seek advice from the Occupational Health Referral Service.