

Sickness Absence: The Essentials

EMPLOYEE PHONES IN SICK



Employee **must** contact you in person (via telephone) following the locally determined reporting procedure on first day of absence with the reason they are off work, their likely return date and you both agree further contact (when and how). **Remember** if employee fails to contact you then you have the right to contact them



When employee returns from each absence hold a **return to work discussion**. If employee has reached a sickness indicator inform them of next steps. **RTW discussion aid** may be appropriate if absence more than 4 weeks, or reason is stress or musculo-skeletal. Make employee aware of support available to them as appropriate (**workplace wellness**, adjustments, and phased **return to work**)



Absences of 8 days or more must be covered by a fit note – Please ensure any notes are uploaded to Your HR and if a phased return to work is agreed ensure the form completed so HRSC can input details



Maintain regular contact (for example weekly depending on absence reason) with all absent employees (particularly those with long-term absences) and agree dates/periods for next contact. Keep notes of the contact made (or attempted contact) and discussions and upload to HRER under Attendance



Consider seeking the guidance of your **HR Advisor** and **Occupational Health**, remember if musculo-skeletal or stress make an **early referral to Occupational Health** and if stress ensure '**managing an individual employee's resilience assessment tool**' is completed



Ensure absence records are accurate and all occurrences of absence are up to date on Your HR. Monitor patterns and take action, for example when sickness indicators have been met

WEEKLY



Review your monthly Indicator Reports and take quick action where Indicators have been reached. Take advice from HR Advisor



Take appropriate action at the right time – do not let absences drift with no clear action plan to review at regular intervals

MONTHLY



Find out the headline absence statistics (and costs) for your Team and the planned target to improve this. Share this with members of your team who have responsibility for managing sickness absence

Understand the expectations and requirements of the **absence procedure** and ensure staff reporting to you with responsibility for managing sickness absence are also aware. Seek guidance and or training when managers are new to the process or need refreshing. Access WILMA or speak to your HR Advisor

ONGOING PRACTICE



Ensure the sickness absence reporting procedure/expectation is publicised within your Teams, especially to New Starters, and ensure staff are aware that action will be taken if the procedures are not followed



Keep accurate records of all contact made (including attempted contact) and discussions