

NOTIFICATION OF SICKNESS ABSENCE AND RETURN TO WORK PROCEDURE – APPENDIX TO THE SICKNESS ABSENCE MANAGEMENT POLICY

This document outlines the notification procedure to be followed when reporting an absence and when returning to work following a period of sickness absence.

This procedure forms part of Tayside Contracts' Sickness Absence Management Policy, which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team.

SICKNESS ABSENCE REPORTING PROCEDURE

- On the first day of sickness absence:
 - you must notify your line manager of your absence as soon as practicable, but in any event by no later than one hour after your normal starting time (see note 2 below).
 - if possible you should advise of the likely duration of your absence.
 - if your sickness begins on a non-working day, notification should be as soon as practicable, but in any event by no later than one hour after your normal starting time on your next working day.

- If you become unwell whilst at work and have to leave part way through your normal working day the time not worked due to sickness will be considered as either a full or half day's sickness absence. i.e. If you work less than half of your contractual daily hours then the whole day is treated as sick, if you work half, or more than half of your contractual daily hours then it is treated as a half day's sickness absence.

- If you have indicated that you expect to be back at work on a particular date and it transpires that you are unable to return, you must telephone your manager to say that you will not be returning to work as expected. You do not need to phone and report your absence from work every day, unless you have said that you will only be off for one day.

- If you are unable to advise the likely duration of absence, you should contact your manager on a daily basis until such time as a return to work date can be agreed.

- If sickness absence continues to a fourth working day you should contact your line manager/office on that day to advise them of your progress and the likely duration of your absence (unless you have previously advised on the likely duration of your absence).

- If sickness absence continues for 8 calendar days or more you must obtain a medical certificate/fit note from your Doctor. You should also obtain and fill in a self-certification form and send both to your line manager.

- You must submit further medical certificates/fit notes to cover any continued absence **and** continue to keep your line manager updated on your progress and the likely duration of your absence. It is not sufficient to submit fit notes without making any

contact. Anyone who fails to make contact and/or submit fit notes will be liable to have their entitlement to occupational sick pay suspended and/or face disciplinary action.

- If you continually fail to make contact and/or submit medical certificates you will be asked to attend an investigation meeting in accordance with the Disciplinary Policy. Failure to attend any investigation meeting will result in the investigation being held in your absence and a decision on whether or not to proceed with formal disciplinary action will be made based on the information available to the Investigating Officers.

NOTE

1. Failure to follow the sickness absence reporting procedure detailed above may result in your entitlement to occupational sick pay being suspended and disciplinary action being taken against you.
2. You must notify and keep in contact with your manager by telephone/verbally and not by email, text, via social media or by leaving messages on an answering machine unless there are exceptional circumstances preventing you from speaking to your manager.
3. Failure to notify your line manager of your return to work date may result in you being sent home from work if alternative arrangements for cover have been put in place.

Catering Employees

Anyone employed in a front-line catering post (i.e. anyone who directly handles food) who suffers from sickness and/or diarrhoea cannot return to a food handling post until they have been symptom free for 48 hours, in line with the Food Standards Agency Food Handlers: Fitness to Work regulatory guidance and best practice advice. This does not apply to any non-food handling posts, or to cleaning posts for dual employees.

WORKING FROM HOME

Employees will not normally be permitted to work from home if the reason for your request is that you are not fit to attend work due to sickness. An exception to this is if you have an illness/impairment that prevents you from travelling to work, but you are otherwise fully fit to carry out all of your duties e.g. a broken leg.

SICKNESS ABSENCE DURING ANNUAL LEAVE

If you fall sick during a period of annual leave and would like the period to be classed as sickness absence you must follow the sickness absence reporting procedure detailed above.

If the period of annual leave is recorded as sickness absence and covered by a Fit Note from a GP you can request to have the period of annual leave credited back to your entitlement by submitting the Fit Note to your manager who will inform the Payroll Team. Employees who are sick during a fixed public holiday are not credited with the missed leave.

- **Term-Time employees**

Term-time employees who are sick during term-time must notify Tayside Contracts if they become fit to work prior to, or during, the non-working periods (i.e. school holidays) even though this is non-working time.

If term-time employees are not fit for work during the non-working periods they should continue to submit medical certificates for the duration of the period of sickness. Employees who do not submit medical certificates, or declare themselves as fit for work, will be recorded as 'sick – no medical cover'.

RETURNING TO WORK

On returning to work you will be asked to participate in a return to work interview, which is held to discuss whether any adjustments or other actions are appropriate to support your return to work, to promote health and wellbeing and to sustain a good level of attendance. This interview should take place on your first day back at work, or at the first available opportunity if this is not possible.

Additionally:

- On return to work after no more than 7 calendar days sickness absence you must obtain and fill in a self certification form.
- On return to work after 8 calendar days or more you must ensure that you have submitted medical certificates/fit notes from your Doctor and complete Tayside Contracts' self certification/return to work form so that the duration of your absence is covered.

NON-SICKNESS ABSENCE REPORTING PROCEDURE

If you are absent from work for any reason other than sickness, you must report your inability to attend in accordance with the following procedure:

- On the first day of absence:
 - you must notify your line manager of your absence as soon as practicable, but in any event by no later than one hour of your normal starting time.
 - advise of the reason for your absence and, if possible, the likely duration.
- If you have indicated that you expect to return on a given date you must contact your manager again, in advance, should you be unable to resume work on the agreed date.
- If you are unable to advise the likely duration of your absence, you should contact your manager on a daily basis until such time as a return to work date can be agreed.

NOTE

1. You should make every effort to return to work at the earliest opportunity.
2. In accordance with Tayside Contracts' Terms and Conditions of employment, your line manager will determine whether paid or unpaid leave can be granted for any or all of the period of absence.