



Sickness Absence Procedure 2021

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1. INTRODUCTION

The accompanying policy sets out the expectations of the process.

The Council considers the health and well-being of its employees important, and is committed to providing healthy working environment for all employees. The Council aims to promote a positive approach to maximising attendance through work life balance and providing support to employees who have health issues.

This procedure and guidance assists the manager/supervisor and HR Adviser in undertaking the process fairly and robustly.

2. NOTIFICATION OF SICKNESS ABSENCE

First working day of absence

On the first working day of sickness absence, the employee must contact the relevant manager/supervisor by telephone no later than one hour before their normal starting time of their sickness absence. **Text messaging, e-mail or leaving a message with anyone else IS NOT acceptable.** If the manager is not available, the manager should return the call the same day to speak with the employee.

The purpose of this call is to advise the manager/supervisor of the start date of illness, nature of illness, likely duration and any outstanding work commitments. An agreed contact time for the next day (if the sickness absence is likely to be longer than 1 day) should be agreed.

The manager/supervisor will record the absence on Sickness Absence Form 1 (SA1) (please see attached) and return to Payroll Section, Civic Centre as soon as possible, if sickness is for no more than 5 working days. Also, on day 1 of the absence the manager/supervisor needs to input details onto the HR 21 system (guidance notes attached).

For absences of less than one day (i.e. an employee has to go home due to illness after they arrived at work) it will be recorded as either a ½ day or 1 day dependant on the time they left work (before 12 noon full day after 12 noon ½ day).

Second to fifth day working of absence

The employee must maintain this contact each day thereafter for the next four working days to advise on the progress of the illness or injury and the likely date of return to work.

This reporting requirement for the first 5 days may be varied by the manager/supervisor depending on the information received on day one, i.e. if the condition is likely to be long term or is of a sensitive nature (surgery).

Self-certification of sickness absence

For all sickness absences of up to 7 calendar days, the employee is required to complete a Self-Certification of Absence Form on form Sickness Absence Form 2 (SA2) (please see attached) and return to Payroll Section within 1 week of the employee returning to work.

More than 7 calendar days' absence

A Medical Statement of Fitness for Work (Fit Note) will be required on the 8th calendar day of absence and should be forwarded to the manager/supervisor. For continuing absences, further statements will be required. Failure to provide these statements in a timely manner may result in Occupational Sick Pay being suspended. The manager/supervisor will record the details on Sickness Absence Form 3 (SA3) (please see attached) and return to Payroll Section, Civic Centre.

Managers/supervisors should continue contact with the employee via welfare calls on a **weekly basis** and if the absence is likely to be long term or of a sensitive nature a welfare visit may be appropriate.

Microsoft Word versions of all the sickness absence forms are available on the intranet via the following link:

<http://intranet.mtcbc.local/intranet/staff-hub/human-resources-and-payroll/sickness-management/>

Absence extending beyond 4 weeks

In the event of the sickness absence extending beyond 4 weeks a referral to Occupational Health must be made. There is often reluctance by managers/supervisors to refer their employees especially if they are sick with an emotive illness, however Occupational Health can offer support to the employee which may help reduce the length of their absence.

If an employee is absent with stress/anxiety/depression/bereavement the manager should provide the employee with the details of **Care First Counselling and Support Services** so they can access confidential counselling and support.

Details of Care First are, www.Carefirst-lifestyle.co.uk the username is merthyr and the password is employee, or by telephoning **0800174319**.

Details of other support services are available on the intranet via the link below.

<http://intranet.mtcbc.local/intranet/staff-hub/occupational-health/health-and-well-being/>

Referral to Occupational Health

For referrals to Occupational Health, it is the responsibility of the manager/supervisor to ensure that all the relevant information is forwarded to Occupational Health via the Cohort computerised system.

If a manager is unable to access the system they should contact Occupational Health on 01685 725017 and they can be set up and provided with a username and a password.

Information and guidance on using the cohort system is available on the Intranet on the link below:

<http://intranet.mtcbc.local/intranet/staff-hub/occupational-health/how-to-make-an-occupational-health-referral/>

3. RETURN TO WORK INTERVIEWS

The Return to Work interview is a key measure in supporting employees who have been unwell, controlling sickness absence and identifying any underlying work related or personal issues. It is therefore essential that managers undertake Return to Work interviews **as soon as possible** after employees returns to work (ideally on the 1st day back to work) and within working hours.

A Return to Work interview should be carried out for **every** sickness absence (even one day). It should take place no later than 5 working days of their return to work where operationally possible.

The Return to Work interview will be recorded on Sickness Absence Form 4 (SA4) (please see attached) and must be signed by the manager/supervisor whose conducting the interview together with the employee so as to ensure a true record of the interview is recorded. The completed form must then be returned to Payroll Section, Civic Centre within 1 week of the employee returning to work.

The purpose of the interview is for the employee to advise the manager/supervisor of any health issues and for the manager/supervisor to discuss and raise any concerns about the employee's health, wellbeing, and recovery. Also to discuss the overall attendance as well as highlight any effect the absence has had upon the work of the department.

Discussion during the Return to Work interview will:

- Confirm that the employee is recovered sufficiently for them to return to work.
- Identify the reasons for the absence and establish whether there are any underlying problems and if any help/support can be given to help alleviate the problems.
- Ascertain the likelihood of any re-occurrence.
- Determine whether there is a common theme to any of the absences.
- Remind the employee of the need for good attendance in order to maintain the service provision and the financial effect that absence has on the service area.
- Advise of the possibility of the employee hitting an absence trigger.

- Bring the employee up to date on work related issues/developments during their absence.
- **Both the manager and employee should sign the form.**

This list is neither prescriptive nor exhaustive.

Guidance Notes for Managers to enter sickness on HR21

Managers are expected to start sickness records on the first day a member of their team calls in sick. All calendar days of sickness must be entered, even if those days are not normal working days, as this is what is required for demonstrating that proper records are maintained for Statutory Sick Pay (SSP), notwithstanding that SSP may not be payable.

Once you have logged in to HR21 look at your Staff list, which is under the Staff menu. You may wish to note the staff number of your staff member who has gone sick. Go to the Staff Sickness form under Staff Sickness in the Leave menu and click on Add. You can either type the staff member's staff number in the Staff Number box or select the name from the pop up box.

Enter the Start date (or first calendar date of the month, if this is a continuing sickness) either manually or by using the pop up box to the right-hand side of this field.

If you know the end date of the sickness then enter it in the Expected End Date, or, if the sickness is extending beyond the end of the month, enter the last calendar day of the month for the Expected End date.

Select Certificate Type and Reason from the appropriate drop down lists.

If this is for a short-term absence then make sure that the Submit for Approval (at the bottom-right of the form) is clear and click Update. An automated email (if they are on email) should be sent to the employee so that when they return to work they can enter an (Expected) End Date. They will still need to do this if they are not on email (or the email is not received). They will need to tick the Submit for Approval box and click on Update. This will create a sickness absence request that as a manager you will then need to approve.

Sickness absences must be reported regularly through the system in order to ensure that the correct entitlement is calculated. If a long-term absence is not ended at the end of one month and restarted for the following month then the sickness details will not go into payroll and your employee may be overpaid if they should have gone into half-pay sickness.

If this entry is for a long-term absence or absence that spans from one calendar month into the next then make sure that the Submit for Approval (at the bottom-right of the form) is ticked. When you click on Update a sickness absence request will be created that you will then need to approve.

Sickness absence requests that have been created and submitted for approval may be found in Staff Requests. Even if you created the entry these requests will still need to be approved.

You will need to remember to start and submit entries for subsequent months that follow on from any sicknesses entered. Please remember that you will also need to end and submit any sickness absences for staff who leave employment without returning to work.

The processing of any long term absences should be entered by the 15th of each month where possible to ensure it meets Payroll processing deadlines.

4. INFORMAL SICKNESS ABSENCE TRIGGER STAGE

Where the employee's absence record has exceeded the triggers set by the council which are :

- 3 or more occasions of sickness in a 12 month rolling period.
- An aggregate of 10 working days or more in a 12 month rolling period (pro-rata)

The manager/supervisor who undertook the return to work interview will also carry out this informal meeting and should discuss with the employee any underlying problems which resulted in the sickness absence, consideration should be given to:

- The reasons for the absence; the employee should be given an opportunity to explain any circumstances which might be contributing to their level of absence, or any other matter which they feel ought to be taken into account.
- Identifying any appropriate support, including a referral to Occupational Health where appropriate.

The employee should be made aware that if sufficient improvement is not demonstrated that the matter may be referred to the formal process.

As this is an informal meeting, there is no requirement at this stage for the right to be accompanied by a trade union representative or work colleague, however if a request is made by the employee to be accompanied this should not be refused.

A brief note of the meeting should be made by the manager detailing details of sickness absence record, date of the meeting, names of those present and stating what was discussed and any actions following the meeting (e.g. referral to Occupational Health). The employee should also need to be advised that any future absences could lead to progression to the formal process.

Form SA5 which is attached can be used for recording this meeting.

The record of the meeting should be signed by both the manager and the employee as evidence the meeting took place and the accuracy of the notes.

This record should be kept by the manager, there is no requirement to forward it to payroll.

5. FORMAL PROCESS

5.1 Stage 1 – Formal First Written Warning Stage

An employee who has not shown sufficient improvement in attendance following the informal meeting, will be required to attend a formal meeting with a more senior manager. A representative from the Human Resources Department may also be present.

Notification of the meeting should be in writing, stating:

- Details of sickness absence record
- Date and location of the meeting.
- Name of manager conducting the meeting.
- Name of HR Adviser (if required).
- The right to be accompanied.

The purpose of the meeting will be to:

- Inform the employee their level of sickness absence exceeds council expectations.
- Explore the reasons for the poor attendance.
- Identify areas of support and assistance that may help improve attendance.
- If the reasons for the absences relate to an on-going medical problem the employee could be referred to Occupational Health to ascertain whether medical treatment is necessary and if their condition will affect their regular attendance at work.

Unless there are reasons why it would be inappropriate, the employee concerned could be issued with a **first formal written warning**. To allow an assessment of sustained improvement over a more realistic timescale, this formal written warning will remain valid for a period of 6 months. The manager should advise the employee that the next step in this procedure will be stage 2 – Final Written Warning Stage should there be further absences.

The outcome of the meeting should be confirmed to the employee in writing within **5 working days** of the meeting. The letter sent to the individual confirming the action to be taken should make absolutely clear that failure to improve the unsatisfactory absence record could lead to a further warning and that their future employment is at risk.

5.2 Stage 2 – Final Written Warning Stage

If following a Stage 1 meeting, an employee's sickness record has not improved the employee will be required to attend a Stage 2 meeting.

A representative from the HR Department will also be present at the meeting.

Notification of the meeting should be in writing, giving the employee **5 working days'** notice of the meeting, stating:

- Details of sickness absence record and how no improvement has been seen in the employee's attendance since the Stage 1 meeting.
- Date and location of the meeting.
- Name of manager conducting the meeting.
- Name of HR Adviser
- The right to be accompanied.

If the manager is not satisfied with the explanations given for the lack of improvement in attendance, the employee will be issued with a **final written warning**. The employee must be left in no doubt that they have been given a final opportunity to substantially improve and sustain their attendance, or there will be no alternative but dismissal in accordance with Council's procedures. This warning will be kept on the employee's personnel file for a period of 12 months.

If it has not already taken place, a medical opinion may be sought from the Council's Occupational Health Adviser in respect of whether there are any underlying medical conditions that should be taken into consideration.

The outcome of the meeting should be confirmed to the employee in writing within **5 working days** of the meeting.

5.3 Stage 3 – Dismissal

If, following the final written warning, the employee's sickness absence record has failed to improve sufficiently the employee will be required to attend a Capability Hearing which will be conducted by a Senior Officer with a member of HR present. The process is as follows:

- Letter sent ~~recorded delivery~~ to the employee giving them **5 working days'** notice of the Hearing.
- The letter must advise them that a possible outcome of the meeting could be termination of their employment.
- The right to be accompanied by a trade union representative or work colleague.

- Copies of the paperwork to be considered will need to be sent to the employee with the notification letter and they will be given the opportunity to submit any supporting paperwork **3 working days** prior to the meeting.
- At the meeting the employee's manager will provide details of the sickness absence to date and the actions taken to date. The employee will be able to state their case and any factors they wish to have considered.

If absences are related to disability, managers should ensure no reasonable adjustments could have prevented dismissal, that redeployment has been properly considered and that dismissal is fully justified in accordance with the Sickness Policy.

The Senior Manager hearing the case will be able to question those involved in the case and will consider all representations before reaching a decision.

Possible outcomes of the meeting

- There is insufficient evidence that reasonable adjustments and/or redeployment have been fully explored and so it is not appropriate to terminate the employee's contract and a timescale will be given for this to be carried out.
- That there has been an improvement in the employee's attendance, more improvement may be needed but an acknowledgement of improvement and a decision that more time may be given
- Termination of employment with appropriate notice or pay in lieu of notice.

This is not an exhaustive list of other possible outcomes of the meeting and other possibilities could be considered dependant on the circumstances.

The decision may be given verbally at the conclusion of the meeting and will, in any event be confirmed in writing within **5 working days** of the meeting. Where termination of employment is the outcome the employee will be notified of their right of appeal.

5.4 Stage 4 – Appeal

An employee wishing to appeal the decision can only do so if there are appropriate grounds for appeal, these are:

- There was a serious procedural error which has resulted in significant detriment to the employee.
- The decision reached at the meeting was unfair and unreasonable in the circumstances having due regard to any mitigation offered.
- Further information has come to light, which had it been known at the time of the meeting may have affected the panel's decision.

The appeal must be submitted in writing, to the manager who was present at the stage 3 meeting within **7 working days** of the date of the written confirmation.

An appeal should be heard as soon as possible after receipt of the employee's notification of the grounds of appeal and in normal circumstances within **20 working days** of it being submitted. At least **5 working days'** notice of the arrangements for the appeal must be given in writing to the employee. The employee will be required to forward a written submission of their case and all relevant supporting documentation to the HR adviser at least 3 working days in advance so that papers can be exchanged in good time.

An appropriate manager will be selected to hear the appeal depending on who heard the original meeting/hearing. In cases where the appeal is in relation to a dismissal the appeal hearing officer will need to be at least Chief Officer level. A HR Adviser will also be present.

The purpose of the appeal is to consider the case in light of the grounds of the appeal and not usually to re-hear the whole case, although where there is new evidence this may be heard. The Chief Officer present at the Stage 3 meeting may be requested to attend the appeal hearing to present the management case and must forward a written submission and all relevant documentation to the appeal panel at least **5 working days** in advance of the appeal hearing.

The outcome of the appeal should normally be confirmed in writing to the employee within **5 working days** of the hearing. Where an appeal against dismissal is not upheld the employee should also be provided with a statement of the decision detailing the grounds for appeal presented to the panel, the evidence considered and the conclusion reached.

Stage of entering the procedure

Normally the procedure should follow the above sequence; however there may be circumstances when it is appropriate to enter the process at a stage other than the initial informal stage. For example, if following the informal stage an employee's sickness improves during the first 6 months but then declines significantly again it may be considered appropriate to enter the procedure at the formal stage (i.e. stage 1) rather than the informal stage. The same principle would apply for entering the procedure at stages 2 and 3.

6. REFERRING TO OCCUPATIONAL HEALTH

A referral to Occupational Health should be made in the following circumstances:

- If an employee has stress/anxiety/depression or other mental health related issue
- if an employee has a musculoskeletal problem.
- An employee is or has been absent from work for a period of 4 weeks or more, or has submitted a medical certificate that extends up to or beyond 4 weeks;
- When advice is needed on the likely duration of the sickness absence and an indication of when a return to work is anticipated.
- Whether an earlier return to work could be achieved on a part time or phased basis or to a different job etc.
- When the length of absence appears to be longer than would be expected in relation to the illness or injury.

- When there appears to be serious doubt whether the employee will recover sufficiently to resume their duties.
- When advice is needed about whether employees are fit enough to attend meetings with management/hearings (however, employees should be asked if they are able to attend first by the manager and it is only where they are unsure or say they are not well enough to attend that a referral to Occupational Health should be made).

Occupational Health provide advice on a range of issues concerning the health of employees and the effect that ill-health or injury can have on an individual's ability to carry out their job.

Services provided by Occupational Health include:

- Pre-employment screening;
- Medical surveillance checks for specific staff groups;
- Advice and guidance following consultations with employees who are absent from work due to sickness or injury;
- Advice and guidance on sickness absence, ergonomics, health surveillance;
- Health promotion events including advice on smoking, alcohol, exercise and weight management, stress and anxiety;
- Advice and guidance on stress management
- Signposting to counselling and physiotherapy services.

It is the responsibility of the manager/supervisor to ensure that all relevant information is forwarded to the Occupational Health Unit via the Cohort computer system, including any questions about the absence/illness.

If a manger is unable to access the system they should contact Occupational Health on 01685 725017 and they can be set up and provided with a username and a password.

Information and guidance on using the cohort system is available on the Intranet on the link below:

<http://intranet.mtcbc.local/intranet/staff-hub/occupational-health/how-to-make-an-occupational-health-referral/>

6.1 OCCUPATIONAL HEALTH APPOINTMENTS

Employees who have been referred to Occupational Health will have an appointment arranged with the Occupational Health Adviser within 2 weeks in normal circumstance. Employees are required to attend these appointments.

If an employee fails to attend their appointment and do not inform Occupational Health within 48 hours of the date of the appointment that they are unable to attend they will be charged £50 for the cost of the missed appointment.

A copy of the Appointment Letter is placed on the cohort system so the manager can see it. It is advisable that managers remind their employees of their appointment in their weekly catch up telephone calls, to avoid any non-attendance and charges.

7. PHASED RETURN TO WORK

A phased return is designed to allow an employee to return to work on reduced hours and/or modified duties following a long period of absence. A phased return to work should be discussed with the employee who is returning from a long term sickness absence and is unable to return to full contractual duties and hours when they initially return to work. Often a phased return to work is recommended by the Occupational Health Adviser. A phased return to work can be offered on full pay for a maximum of 4 weeks.

The manager/supervisor should prepare and agree with the employee a phased return to work programme. Hours of work and duties would gradually increase over an agreed time scale (maximum of 4 weeks). The first week the Employee should aim to work a minimum of 50% of their contract hours gradually increasing over the phased return to work period. A balance must be achieved between the hours the individual will be able to work and the duties undertaken. This will depend on the nature of the health problem and the work involved.

The phased return to work programme must be documented and a copy given to the employee.

During the phased return the manager/supervisor should regularly monitor the employee's progress.

If the employee is unable to return to their normal contractual hours and duties within the agreed timescale then other alternatives may include:

- Reduction of hours by using annual leave.
- Temporary reduction in hours by reduction of salary.
- Permanent reduction in hours by reduction of salary.
- Redeployment elsewhere within the organisation.
- Termination of employment

8. TERMINATION OF EMPLOYMENT

If the employee has been given a terminal diagnosis for their illness as defined by the UK Social Security legislation *i.e. a progressive disease where death as a consequence of*

that disease can reasonably be expected within 6 months, they will not be dismissed due to their terminal diagnosis because of their condition. In these circumstances the conditions of the Dying in Work Charter will be applied. Please refer to No. 14 of Sickness Absence Policy.

If the employee is not terminally ill but is diagnosed as being unfit to return to work and they do not meet the criteria for Permanent Ill Health Retirement, or if they are unfit to return to their original job and efforts to secure alternative employment have been unsuccessful, termination of the employee's contract must be considered. The employee will be asked if they would like to consider to mutually agree to the termination of their contract of employment. If the employee refuses, a capability hearing will be arranged with a recommendation to terminate their contract of employment due to their continuing ill health.

The statutory pay in lieu of notice and any outstanding holiday pay will be paid to the employee.

Notification of the capability hearing will be made in writing detailing the date, time, place of the hearing together with the reasons for the capability hearing and a reminder of the employee's rights to be accompanied by a recognised trade union representation or work colleague.

Merthyr Tydfil County Borough Council

Sickness Absence Notification



Form SA1

WORKING DAY 1

Message received on behalf of: _____ Staff no: _____

Job Title: _____ Department: _____

Date: _____ Time: _____ Manager's signature: _____

- Reason for sickness absence: _____
- Is absence resulting from an injury sustained at work: **Yes / No** *(delete as appropriate)*
- Is absence work related: *(e.g. work related stress)*: **Yes / No** *(delete as appropriate)*
- Date sickness began: _____
- Likely duration of absence: _____
- Agreed time of contact for next day: _____

WORKING DAY 2

Update on sickness absence: _____

Date _____ Manager's signature: _____

WORKING DAY 3

Update on sickness absence: _____

Date _____ Manager's signature: _____

WORKING DAY 4

Update on sickness absence: _____

Date _____ Manager's signature: _____

WORKING DAY 5

Update on sickness absence: _____

Date _____ Manager's signature: _____

Merthyr Tydfil County Borough Council

Self-Certification of Sickness Absence

Form SA2



This form must be completed for all sickness absences between 1 and 7 calendar days inclusive

PART 1 – Staff Details

Employee Name: _____ Staff Number: _____

Employee Address: _____

Job Title: _____ Department: _____

PART 2 – Absence Details

Start of sickness: _____ (day) _____ (date) _____ (time)

First day of Sickness Absence from work: _____ (date) _____ (time)

Reason for Absence: _____

Did you seek advice from your Doctor: **Yes / No** (please delete as appropriate)

Date Fit to Return to Work _____ Date of Return to Work: _____

PART 3 – Employee Declaration

I declare that this information is true and accurate to the best of my knowledge. I understand that to give false information knowingly may disqualify me from either Statutory Sick Pay and/or Occupational Sick Pay and, may result in disciplinary action that could lead to dismissal.

I accept that the Authority may require me to be examined by a medical practitioner.

Signed: _____ Date: _____

PART 4 – to be completed by the manager / supervisor

Total period of absence: From: _____ To: _____

Statement accepted / not accepted for pay purposes (please delete as appropriate).

Signed: _____ Date: _____

Please forward this completed form to:

**Payroll Section
Civic Centre
Castle Street
Merthyr Tydfil**

Merthyr Tydfil County Borough Council
Welfare Recording

Form SA3



This form must be completed for all sickness absences that extend beyond 7 calendar days

Employee Details

Employee Name: _____ Staff Number: _____

Job Title: _____ Department: _____

Details of Call/Visit

Time of call/visit (delete as appropriate): _____ (date) _____ (time)

Visit/call undertaken by: _____ Job Title: _____

Update of absence: _____

Likely date of return to work: _____

Details of Call/Visit

Time of call/visit (delete as appropriate): _____ (date) _____ (time)

Visit/call undertaken by: _____ Job Title: _____

Update of absence: _____

Likely date of return to work: _____

Details of Call/Visit

Time of call/visit (delete as appropriate): _____ (date) _____ (time)

Visit/call undertaken by: _____ Job Title: _____

Update of absence: _____

Likely date of return to work: _____

Details of Call/Visit

Time of call/visit (delete as appropriate): _____ (date) _____ (time)

Visit/call undertaken by: _____ Job Title: _____

Update of absence: _____

Likely date of return to work: _____



Merthyr Tydfil County Borough Council Return to Work Interview

Form SA4

PART 1 – Employee Details

Employee Name: _____ Staff no: _____

Job Title: _____ Department: _____

PART 2 – Absence Details

How long was the employee absent from work? _____ Days

Date of absence: From: _____ (First calendar day) To: _____ (Last calendar day)

Reason for sickness absence: _____

Sickness history over the past 12 months (number of days and occasions): _____

(If 3 or more occasions or 10 or more working days in last 12 months then further action should be taken.
Please refer to policy)

Please state action taken: _____

Did the employee comply with the notification procedure: **Yes / No**

(If no, please state reason and the action that has been taken): _____

Did the employee seek advice from the G.P./Consultant? **Yes / No**

If yes, what advice was given? If no, why not? _____

Is there a likelihood of a reoccurrence or further treatment required because of this absence? **Yes / No**

If yes, please give details: _____

Are there any underlying problems? **Yes / No**

If yes, can assistance be given by Manager / Department / Human Resources / Occupational Health / Counsellor / Other?

Please specify: _____

Advice given to employee: _____

Is further action required? **Yes / No** (if yes, please state action taken)

PART 3 - Declaration

I declare that the information above was discussed as stated.

Manager's signature: _____

Date: _____

Employee's Signature _____

Date: _____

Merthyr Tydfil County Borough Council
STAGE 1 SICKNESS MEETING



Form SA5

Date: _____

EMPLOYEE NAME: _____

MANAGER: _____

- In accordance with the Authority's Sickness Policy, a review of the sickness records show the trigger for short-term sickness absence has been reached.
- The policy states:
The trigger points which will initiate the appropriate sickness absence process are:
 - i) 3 or more occasions of sickness in a 12 month rolling period.
 - ii) An aggregate of 10 working days or more in a 12 month rolling period (pro-rata).
- As you are aware you were absent on the following dates:
 - i)
 - ii)
 - iii)
- The reason for these absences were: _____

- Can the Authority offer any support to ensure any further sickness absences are avoided?

- The employee is reminded that regular, punctual attendance is an implied term of every employee's contract of employment, and that employees should take responsibility for achieving and maintaining good attendance.
- The employee is made aware that the sickness record is being monitored by management, and if sufficient improvement is not demonstrated then the matter may be referred to the formal process where a meeting will take place with manager and HR. This could result in formal warnings.

PART 3 - Declaration

I declare that the information above was discussed as stated.

Manager's signature: _____

Date: _____

Employee's Signature: _____

Date: _____