

## **WILTSHIRE COUNCIL**

### **STAFFING POLICY COMMITTEE**

**16 December 2010**

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## **ABSENCE MANAGEMENT POLICY AND PROCEDURE**

### **Purpose of Report**

1. This report presents the updated absence management policy and procedure for all employees apart from school teachers and non-teaching staff appointed in accordance with the Schools Standards and Framework Act 1998 and the Education Act 2002.

### **Background**

1. The content of the updated absence management policy and procedure is largely based on the previous Wiltshire Council policy launched in 2009.
2. The use of the policy and procedure has highlighted the need for clarification in its application.
3. Human Resources aims to create policies which are consistent in format, easy to read and understand and are fit for purpose. This policy is in the new format which supports these aims.

### **Main Considerations for the Council**

4. In amending the policy key stakeholders were consulted including legal, HR management stakeholder panel, occupational health, the BME and disability staff forums and the unions.
5. The main changes to the absence management policy and procedure have been:
  - Formatting the policy in line with the new policy template.
  - Simplifying some of the language to make it clearer and easier to understand.
  - Structuring the policy and procedure to follow separate processes for managing short term and long term sickness absence. These separate processes have been split into clear stages.
  - Amalgamation of all supporting documents into one policy and toolkit document that provides links to relevant forms, FAQs, supporting documents including flowcharts and to associated policies.
  - The inclusion of sickness allowances within the policy
  - The addition of a disability leave provision
  - The addition of information regarding medical suspension
  - Clarification regarding time taken to attend medical appointments

- Clarification on ill health redeployment and retirement
- Clarification regarding HR, line manager, employee and occupational health requirements
- The appeal arrangements in the existing policy have been removed and the revised policy and procedure will now follow the one appeals policy and procedure

### **Environmental Impact of the Proposal**

6. None.

### **Equalities Impact of the Proposal**

7. An Equalities Impact Assessment was undertaken on 17 September 2010 and no negative impacts were identified. The policy and procedure has been amended to provide guidance for managers on making reasonable adjustments.

### **Risk Assessment**

8. None

### **Options Considered**

9. None.

### **Recommendation**

10. To recommend Staffing Policy Committee approve the revised absence management policy.

**Barry Pirie**  
**Service Director**  
**HR & OD**

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Report Author: Laura Butcher, Human Resources Policy & Reward team

**The following unpublished documents have been relied on in the preparation of this Report:** None