

Sickness Absence Policy & Procedure

People and Organisational Development
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Housing Services
Waste and Recycling Services



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Policy

1 Introduction

- 1.1 Salisbury District Council values each and every one of its employees. It considers itself to be a caring employer and to this end the health and welfare of its employees is of concern to this Council.
- 1.2 Salisbury District Council recognises that a certain level of sickness absence is unavoidable and must be consistently managed. It acknowledges that most sickness absence is genuine unless proven otherwise.
- 1.3 Salisbury District Council also recognises that employees who are ill cannot be expected to perform to the same level as normal and would, therefore, not expect an employee to attend work if they are unwell.
- 1.4 This document emphasises the need to treat everyone fairly and that all employees who are covered under this policy should be managed through this process in a supportive manner at all times. This support is provided in good faith and in return employees are expected to respond by:
 - Caring for their health and seeking medical assistance whenever appropriate
 - Attending for work whenever they are able to do so.
- 1.5 This procedure should be used in conjunction with the Disciplinary and Capability procedures where appropriate. 'Managing Sickness Absence – Guidance for Managers' provides further information.
- 1.6 This policy has been developed by management in consultation with the trade unions and is fully supported by both parties. The part which the trade unions play in supporting this policy is considered to be of vital importance and the policy is designed with an emphasis on maintaining harmonious working relationships between all relevant parties at all times.

2 Purpose

- 2.1 This policy does not aim to prohibit sickness but to achieve high levels of employee attendance at work. It is designed to ensure compliance by all parties but is carried out in a spirit of good faith and understanding in order that the organisation is able effectively to manage levels of sickness absence.
- 2.2 The policy aims to take preventative action in terms of sickness absence by:
 - Supporting employees during sickness absence
 - Establishing a positive attendance culture
 - Tackling work related causes of sickness and absence
 - Promoting occupational health and welfare.
- 2.3 Salisbury District Council believes that the effective management of sickness absence issues benefits the organisation as a whole in a variety of different ways. Results of effective absence management may include increased morale amongst employees, greater commitment and motivation, increased employee retention rates and decreased sick pay costs. This policy and procedure aims to improve organisational effectiveness in such ways.

3 Scope

- 3.1 This policy applies to all employees of Salisbury District Council except casual employees.
- 3.2 It is recognised within the policy that sickness absence usually falls into one of two categories:
 - Short-term absence – characterised by “occasional days” off work and
 - Long-term absence – characterised by a number of consecutive weeks or months off work.

- 3.3 This procedure will be periodically reviewed jointly with the Trade Unions in the light of experience or any developments in employment legislation or best employment practice. It will be revised where necessary in order to ensure its continuing relevance and effectiveness. In such cases all relevant parties will be informed in advance of any changes.

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Responsibilities

- 4.1 Sickness absence must be taken seriously and must be dealt with effectively to ensure that Salisbury District Council remains successful and an organisation in which its employees feel valued. To this end line managers have specific responsibility to ensure that they effectively manage such issues.

Managers' Responsibilities

- 4.2 Managers have a duty to safeguard, as far as possible, their employees health, safety and welfare at work.
- 4.3 Managers have a responsibility to ensure that this policy is implemented, communicated and monitored and should use it in conjunction with 'Managing Sickness Absence – Guidance for Managers'.
- 4.4 Managers also have a responsibility to ensure that employees are aware and make use of the sickness reporting procedure.
- 4.5 Employees will be treated with care and sensitivity at all times.
- 4.6 Managers have a responsibility to ensure that any instances of sickness absence are identified and discussed with the employee and any consequent action eg referral to occupational health or temporary rearranged duties or hours, taken as quickly as possible. This is normally achieved through the 'Return to Work Meeting'.
- 4.7 Managers must forward GP's medical certificates and self certification forms to People and Organisational Development immediately on receipt.
- 4.8 Managers may refer employees to the Occupational Health Adviser at any time if they become concerned about an employee's absence record or general state of health and employees are obliged to attend. See appendix 4 of 'Managing Sickness Absence - Guidance for Managers' for the referral documentation.
- 4.9 When an employee is absent due to sickness it is the responsibility of the line manager to keep in contact with the employee and to offer guidance and support where required. The Occupational Health Adviser can be contacted for advice.
- 4.10 On the employee's return to work the line manager will arrange a return to work meeting at the earliest opportunity to discuss the absence.
- 4.11 In some cases medical advice may reveal that the employee is unlikely to be able to return to their former duties for a substantial period of time or, may be unlikely ever to be able to return. In such instances the Capability Procedure should be followed.

Employees' Responsibilities

- 4.12 All employees have a responsibility to look after their own health and safety and to be in attendance at work at all times unless they are genuinely sick or are on leave which has been authorised by their line manager. They are also responsible for doing all they can to aid recovery during periods of ill health. Employees who are in breach of this may be subject to the Disciplinary Procedure.
- 4.13 If an employee is referred, by their Manager to Occupational Health then they are obliged to attend. A report will be provided by the Occupational Health Adviser to their Manager and a

copy given to People and Organisational Development. A copy will be provided to the employee on request.

- 4.14 Employees are also able to refer themselves to the Occupational Health Adviser for confidential advice.
- 4.15 Employees have a responsibility to keep in contact with their line manager throughout their period of absence. Specifically they have the following responsibilities:
- To contact their immediate line manager on their first day of absence from duty due to sickness. The employee must inform their manager at the soonest possible opportunity and at least within one hour of their usual start time. If a message is left on an answerphone or with another member of staff it is the responsibility of the line manager to make contact with the employee at the earliest opportunity. In exceptional circumstances someone other than the employee may contact the line manager on the employee's behalf eg where the employee is too unwell to make the call. This should rarely be necessary particularly when reporting short term sickness.
 - To inform the line manager of their expected return date and keep the manager up to date with this.
 - To inform the line manager if they are going to be away from home for any length of time during their sick leave.
 - To provide certification for all sickness absence, **either** by sickness declaration/return to work meeting form (for absences up to seven days, including weekends and public holidays) **or** certified by the employee's own GP and sickness declaration/return to work meeting form (for absences of seven days or more). A sickness declaration/return to work meeting form must be completed for all absences regardless of length.
 - The sickness declaration/return to work meeting form and/or GP's certificate should state the reasons for absence* and the dates of the covering period.
 - GP's certificates must be signed and forwarded to the employees' Manager immediately on receipt. Employees will be responsible for the payment of the costs of GP's certificates except in exceptional circumstances, which have been authorised by the line manager.
 - In the case of sickness not being certified the employee will be recorded as taking unauthorised absence and this will result in loss of pay for the period concerned.

*If the employee requires this to be confidential then the employee should explain this to their manager who will refer them to the Occupational Health Adviser. The employee is under no obligation to give personal details that they do not wish to disclose.

- 4.16 It is a disciplinary offence to take sickness absence for any reason other than personal illness.
- 4.17 If an employee's absence due to ill health exceeds 28 weeks in any twelve month period benefit will be paid by the Benefits Agency. It is the employee's responsibility to claim this benefit on the form that will be sent to him/her by Payroll.

Occupational Health Services' Responsibilities

- 4.18 The Occupational Health Adviser is available for any manager or employee to discuss a confidential health related matter.

People and Organisational Development's Responsibilities

- 4.19 People and Organisational Development are responsible for producing accurate absence reports to managers and are able to provide further details as required.
- 4.20 People and Organisational Development will produce relevant reports on a regular basis.
- 4.21 People and Organisational Development are available to offer advice and guidance on the management of sickness absence.
- 4.22 People and Organisational Development will provide training to Managers in the application of this policy and procedure.

Procedure

Sick pay entitlement and reporting procedures apply to all employees of Salisbury District Council.

5 Procedure for Reporting Sickness Absence

In order to function effectively it is important for the Council to know as soon as possible if an employee is unable to attend work for any reason. You must contact your line manager within one hour of your normal or rostered start time. If you are unable to attend work due to illness you must ensure that this procedure is followed. **Failure to do so may result in you losing your entitlement to sick pay for that period of absence.**

Day(s) of Absence	Action By You
1-7 inclusive (including Sat/Sun/BH) unless sick only on non working days	On the first day notify your line manager that you will not be at work (as soon as possible, but in any event within one hour of your normal or rostered start time).
	Enter on flexi or time sheet on first day back at work.
	A sickness declaration/return to work meeting form must be completed on your first day back at work. This should be done during your return to work meeting with your line manager. (See paragraph 7).
8 or more (including Sat/Sun/BH)	After seven days absence, tell your line manager that you are still unfit for work.
	Consult your GP and obtain a medical certificate if you have not already done so.
	Send the medical certificate(s) to your line manager until you are fit to return to work. (You will need to produce a 'final' certificate on your return if your absence was for 14 days or more and no return to work date is given on the final medical certificate.) Please do not send medical certificates direct to People and Organisational Development or Payroll.

6 Contractual Sick Pay

6.1 Subject to the provision of the scheme, you will be entitled to the following periods of paid sick leave:

Length of Continuous Service	Entitlement
During 1 st year of service	1 month's full pay and after completing 4 months' service, 2 months' half pay
During 2 nd year of service	2 months' full pay and 2 months' half pay
During 3 rd year of service	4 months' full pay and 4 months' half pay
During 4 th and 5 th years of service	5 months' full pay and 5 months' half pay
After 5 years' service	6 months' full pay and 6 months' half pay

6.2 Sick pay entitlement is based on service completed as at the first day of sickness. When determining payment for sickness, account is taken of all periods of sickness during the preceding 12 months as at the first day of sickness.

6.3 If you are entitled to receive Statutory Sick Pay (SSP), or are in receipt of any other allowances or benefits, these will be offset against any entitlement to full pay.

6.4 Where you are entitled to receive half pay, the total sum of pay plus SSP, if appropriate, and any other benefits or allowances, must not exceed full pay. If necessary, the half pay allowance will be reduced.

6.5 If a public holiday occurs during a period of sick leave you will continue to receive sick pay. No payment, however, will be made for a public holiday, which occurs during a period of unpaid sick leave. This holiday cannot be taken at an alternative time.

7 Sickness or Leave

7.1 If you fall sick during annual leave you will be regarded as being on sick leave from the date shown on the medical certificate which must be produced on your return. A self-certificate or sickness declaration/return to work meeting form is not valid.

- 7.2 While on sick leave you will continue to accrue annual leave in line with your sick pay. This means that if you are receiving half pay then you will only accrue half annual leave entitlement and if you are receiving no pay then you will accrue no leave entitlement.
- 7.3 If your sickness lasts for four weeks or more you may be unable to take your full entitlement to your leave entitlement. In these circumstances you will still only be able to carry forward five days leave entitlement to the next leave year.
- 7.4 If you leave the Council's employment or are dismissed during a period of long term sick leave you will only be entitled to receive payment for the statutory minimum leave entitlement (minus any leave already taken and bank holidays that occurred during any full pay period, either sickness or normal pay) for any leave years when you were on sick leave.
- 7.5 If you wish to take a holiday during a period of long term sick leave this will not count against your annual leave entitlement as long as the sick leave is certified by your GP. You must, however, notify your line manager of your intentions and s/he will take a view as to whether there is any conflict between the cause of the absence and the holiday being proposed. Before a refusal is given advice should be sought from the Occupational Health Doctor if practical. If you do go on holiday when it has been deemed inappropriate and which may well impair your recovery your sick pay will be withheld and consideration will be given to invoking the disciplinary procedure.

8 Uncertified Absence

- 8.1 If you do not complete a sickness declaration/return to work form or submit current medical certificates the Council will treat the absence as unpaid. (See also paragraph 5).

9 Termination or Suspension of Sick Pay

- 9.1 If there is good reason to believe
- that you have failed to comply with any requirements under this scheme,
 - that you are guilty of conduct which might prejudice recovery or
 - that you have abused the sickness scheme
- the payment of sick pay will be suspended and any payments already made will be recovered. In such circumstances the Council will advise you of the reasons for this suspension and will invite you to make any observations. You may appeal against this decision by writing to your Manager's Line Manager giving details of the reason for the appeal.
- 9.2 If it is decided that you have failed, without good reason to fulfil the requirements of the scheme, that you have been guilty of conduct prejudicial to recovery or that you have abused the sickness scheme then no further payments will be made in respect of that period of absence and disciplinary action may be taken.

10 Absences Due to Injuries Caused by Accidents

- 10.1 No allowance will be payable under this scheme in the case of accidents due to
- active participation in sport as a profession
 - your own misconduct whether in your own or work's time
 - if you are injured while working in your own time on your own account for private gain or for another employer.
- 10.2 If you are not satisfied with a decision taken under 10.1 above you may appeal within five working days of the decision in writing to your Service Unit Head. If the appeal is against a decision made by your Service Unit Head, then you should appeal to your Policy Director.
- 10.3 If you are absent as a result of an accident you will not be eligible to receive contractual sick pay if damages are received from a third party. The Council will, however, pay you an advance, the amount of which will not exceed any entitlement under this scheme, subject to you signing an undertaking that the total amount of the advance will be refunded or, if the damages paid are less than this total, the actual amount of the damages received. Where such an advance is refunded in full, the absence will not be recorded for the purposes of this scheme. Where only part of the advance is refunded, the Council will decide the length of the period of absence, which should be recorded.

11 Return to Work Meeting

- 11.1 On your first day back after any period of sickness absence, irrespective of length, your line manager will meet with you to discuss your absence. This meeting will be held in private. Your manager will discuss with you the reasons for the absence, whether there are any underlying health problems and whether you are fully recovered. You will not be required to discuss any sensitive matters with your line manager, but in these circumstances may be referred to the Occupational Health Adviser for further guidance.

12 Flexible Return to Work

- 12.1 In some circumstances it may assist your return to work to support a partial return even though you **are still** officially sick. This will, of course, have to be supported in writing by your GP and the Council's Occupational Health Adviser. This arrangement is intended to benefit you in that you would have the opportunity to ease yourself back into work sooner rather than later.

- 12.2 If this is the situation then statutory and occupational sick pay will be suspended and you will receive payment as follows:

Sick Pay Entitlement	Actual Payment Made
Full Pay	Full Pay regardless of hours worked
Half Pay	Half Pay + actual hours worked (up to a maximum of contractual full pay)
No Pay	Actual hours worked (up to a maximum of contractual full pay)

- 12.3 These arrangements are entirely at the discretion of management in consultation with People and Organisational Development. The appropriateness of implementation will depend upon the nature of the illness and the requirements of the job. Attendance at work under these arrangements will not be recorded for sickness absence purposes.
- 12.4 In some cases following a period of absence due to illness, it may also be beneficial to undergo a phased or flexible return to work eg working part time or at home for a period to time or undertaking lighter or different duties. This may be within a different Service Unit. Your manager will discuss this with you if appropriate. If you feel that you may benefit from this approach and it has not been suggested by your line manager do speak to him/her about this. Advice and/or guidance may be sought from the Occupational Health Adviser and a return to work plan will be agreed by all.
- 12.5 It is anticipated that, usually, a return to work plan should be for a period of one month. In exceptional circumstances the return to work plan may last for up to three months. During this period you will receive full pay.
- 12.6 If the return to work plan has not been successful at the end of three months then further consideration will be given to your circumstances which may include making permanent adjustments to your working arrangements, eg redeployment. Advice will be sought from the Occupational Health Adviser and you will be fully consulted during the process.

13 Medical Appointments

- 13.1 If you work flexi time then you should try to arrange routine medical appointments (eg dentist or GP) outside of core hours so that the time can be made up. If this is not possible, however, flexi time may be used within core hours with agreement from your line manager. If you do not work flexi time then you should arrange these appointments in your own time or, if that is not possible, then at a time which will cause least disruption to your service and arrange with your line manager to make up the hours lost.
- 13.2 If you have a medical appointment for which you are unable to control the time (eg hospital appointments and blood donor sessions) paid leave will be allowed for the minimum period required to attend. Appointment cards or letters must be produced if requested by your manager.

14 Short Term Absences

14.1 Short Term absence is defined as occasional days off work.

14.2 Informal Process for dealing with short term absences:

- Every occurrence of absence will be followed by a return to work meeting and completion of a sickness declaration/return to work form.
- Your manager will hold a sickness absence review meeting with you if
 - you have three separate periods of absence in any 3 month rolling period
- Your manager may also hold a sickness absence review meeting with you if s/he is concerned about your sickness absence for other reasons relating to frequency, pattern or cause.
- Should two sickness absence review meetings be necessary in any two year rolling period, you will be referred to the Occupational Health Adviser for advice regarding your health. In certain circumstances you may be referred after one sickness absence review.
- Following advice from the Occupational Health Adviser a decision will be made regarding how to manage the situation. This may involve the Council's Disciplinary, Capability or formal Short Term Absence procedures being followed.

14.3 See appendix 1 for the formal Short Term Absence procedure.

15 Long Term Illness

15.1 If you are on sick leave for two weeks or more you will automatically be referred to the Council's Occupational Health Adviser so that guidance can be given relating to the prognosis. On receipt of this guidance a decision will be made regarding how to manage the situation. This may involve the Council's Disciplinary or Capability procedures being followed.

15.2 On your return to work after long term sickness absence your line manager will arrange a 'return to work plan' with you. Advice and guidance may be sought from the Occupational Health Adviser if required. The 'return to work plan' may involve a flexible return to work (see section 8) and this will be confirmed in writing. The 'return to work plan' will be kept under review.

15.3 If you have exhausted your entitlement to occupational sick pay and the Occupational Health Adviser cannot give a possible timescale for your recovery and return to work then the council will consider measures such as termination of contract on the grounds of medical incapability. In these circumstances your manager will arrange to meet with you. A People and Organisational Development representative will also be in attendance and you may be accompanied by your Trade Union representative or workplace colleague.

15.4 You have a contractual obligation to attend an appointment with the Occupational Health Adviser or other appropriate medical professional. If you fail to attend such an appointment for no good reasons then disciplinary action may be considered.

16 Contact and Visits

16.1 While on sick leave you have a contractual obligation to be available to be contacted by the Council. You cannot, therefore, unreasonably resist or refuse attempts at communication. Your manager will contact you regularly, usually once a week, while you are on sick leave. It is your responsibility to inform him/her, therefore, if you are likely to be away from home for any length of time during your sick leave.

16.2 Contact may be by home visit, letter, email or telephone. Home visits are preferred and will be arranged with you at a mutually convenient time. If you wish your Trade Union representative or a work place colleague may be present. If you do not wish your line manager to visit your home you may elect to attend at the Council offices.

16.3 Any contact will be primarily out of concern for your welfare and to discuss ways in which the Council can support your return to work.

16.4 If you have been absent from work for eight weeks then your line manager will visit you with a People and Organisational Development representative to discuss your situation and ways in which the council

can support your return. Although this will be an informal meeting you may be accompanied by your Trade Union representative or workplace colleague if you wish.

17 Accidents or Injury at Work

- 17.1 If you have an accident or suffer an injury at work you must complete an Incident and Injury Report available from your line manager or the Council's Health and Safety Adviser.

18 Industrial Disease

- 18.1 You must inform your line manager if the doctor giving treatment believes industrial disease is involved. (GPs have a list of those diseases prescribed as "industrial diseases" which have to be notified.)

- 18.2 Periods of absence in respect of industrial disease, accident or assault arising out of or in the course of employment will not be offset against normal sickness absence for the purposes of calculating entitlements to sick pay. This additional payment will only be made, however, if the Occupational Health Adviser confirms that the absence is purely in relation to industrial disease, accident or assault arising out of or in the course of your work.

- 18.3 Salisbury District Council has the discretion to extend an employee's entitlement to sick pay in exceptional circumstances. This decision will be made by the Service Unit Head in consultation with People and Organisational Development. You may appeal against any decision made regarding the extension of your sick pay entitlement by writing to your Policy Director within five days of the decision being made.

19 Disabilities

- 19.1 If you have a disability or develop a disability you are strongly encouraged to inform your line manager so that suitable arrangements can be made to accommodate any special requirements you may have.

- 19.2 If you feel unable to discuss this with your line manager, then you may speak to the Occupational Health Adviser who can then advise your line manager if necessary.

20 Special Leave

- 20.1 Salisbury District Council has introduced a number of policies to deal with other types of absence. These can be found in the Employee Handbook, the Council's intranet site. Further information can also be obtained from your Manager or Trade Union representative.

- 20.2 It is a disciplinary offence to take sickness absence for any reason other than personal illness.

21 Medical Certificates

- 21.1 As shown in paragraph 5 of this procedure you will be required to submit a medical certificate for all absences of eight days or more.

- 21.2 Only medical certificates authorised by your GP or hospital will be accepted. Salisbury District Council will not accept medical certificates from osteopaths, chiropractors, herbalists, acupuncturists, homeopaths or other health practitioners.

- 21.3 In certain circumstances you may be required to submit a medical certificate in respect of **all** absences. When this is required you will be reimbursed the cost of providing such a certificate. This requirement will normally occur if you have a significant amount of recurring short term sickness absence and where there is reason to believe that the illnesses may not be as serious as the absence suggests or may not be genuine. No action will be taken in relation to this until Occupational Health advice has been sought. You will be informed in writing of this decision.

- 21.4 If you are not satisfied with a decision taken under 21.3 above you may appeal within five working days of the decision in writing to your Service Unit Head. If the appeal is against a decision made by your Service Unit Head, then you should appeal to your Policy Director.

22 Dismissal due to Sickness Absence

- 22.1 If your level of sickness absence, although it is genuine, is considered to be excessive and unacceptable this may, in certain circumstances, lead to your dismissal from Salisbury District Council as shown in **Appendix 1**.

Short Term Absence – Formal Procedure

1 Introduction

- 1.1 Before invoking this procedure advice and guidance should be sought from People and Organisational Development, who will endeavour to ensure that it is applied consistently and fairly.
- 1.2 This procedure should be used when dealing with cases of short term absence concerned with genuine, but unrelated sickness absence.
- 1.3 When dealing with cases of short term absence concerned with genuine and related sickness absence the procedure for dealing with long term absence should be used.
- 1.4 When dealing with cases of short term absence suspected not to be genuine health related absences the Disciplinary procedure should be invoked.

2 Sickness Absence Hearings

- 2.1 If two sickness absence review meetings are necessary in any two year rolling period you will be referred to the Occupational Health Adviser for advice regarding your health.
- 2.2 If the advice from the Occupational Health Adviser is that the illnesses are genuine but not related and there is no underlying health problem then a formal hearing will be arranged.
- 2.3 You will be given a minimum of five working days' notice in writing of the Sickness Absence Hearing. Any documentation to be used as part of the hearing will be included with the letter.
- 2.4 The Sickness Absence Hearing will be attended by your Line Manager, People and Organisational Development rep, you and your TU representative/workplace colleague., if you wish.
- 2.5 You must provide any documentation you intend to use at the hearing to all attendees at least 24 hours before the hearing.
- 2.6 You have the right to be accompanied at a hearing by a Trade Union representative or workplace colleague.
- 2.7 If you are not accompanied at the hearing, the Presiding Officer will remind you of your right to be accompanied and confirm that you have declined to exercise that right.

3 Stage One

- 3.1 At the hearing your line manager will explain that although the Council is sympathetic to your health, your level of attendance is unacceptable and must improve.
- 3.2 You will have the opportunity to present your case.
- 3.3 If your Line Manager does not accept that there are exceptional circumstances surrounding the absences then you will be given a **formal warning**, and a review period. Ways in which improved attendance can be achieved and maintained should be discussed.
- 3.4 You will be told that if the unacceptable level of attendance continues then a further sickness absence hearing will be held under stage 2. You will also be told that if the level of attendance significantly deteriorates then stage 3 may be invoked immediately, bypassing stage 2.
- 3.5 The outcome of this hearing will be confirmed to you in writing within ten days of the hearing.
- 3.6 There is a right of appeal against the outcome of this hearing. Details of the appeal process are given in the Disciplinary and Appeals Procedure.

4 Stage 2

- 4.1 At the end of the review period your manager will meet with you again. There are four possible outcomes
- if attendance has improved to an acceptable level then your line manager will confirm this. Absence levels will, however, continue to be carefully monitored and if an unacceptable level of attendance reoccurs within two years of the date of the hearing then a further sickness absence hearing at stage 2 will be convened.
 - If absence levels have not improved then this meeting will form stage 2 of the procedure.
 - If absence levels have significantly deteriorated then your Line Manager may move directly to stage 3 and this meeting will form stage 3 of the procedure.
 - If your manager accepts that there are exceptional circumstances surrounding your level of attendance no warning will be given and the review period will be extended.
- 4.2 At the hearing the line manager should explain that although the Council continues to be sympathetic to your health the level of absence is still unacceptable and must improve.
- 4.3 You will have the opportunity to present your case.
- 4.4 If your Line Manager does not accept that there are exceptional circumstances surrounding the absences then you will be given a **final warning**, and a review period.
- 4.5 The warning will be disregarded at the end of the two year period following the date of the hearing if it has not been necessary to convene a further hearing.
- 4.6 You will be told that if the unacceptable level of attendance continues then a final sickness absence hearing will be held which may lead to dismissal.
- 4.7 The outcome of this hearing will be confirmed to you in writing within ten days of the hearing.
- 4.8 There is a right of appeal against the outcome of this hearing. Details of the appeal procedure are given in the Disciplinary and Appeals Procedure.
- 5 Stage 3 – Final Stage
- 5.1 At the end of the review period your manager will meet with you again. If attendance has improved to an acceptable level then your line manager will confirm this. Absence levels must, however, continue to be carefully monitored and if an unacceptable level of absence reoccurs within two years of the date of the issue of the final warning then a final sickness absence hearing (stage 3) should be convened.
- 5.2 If attendance has not reached an acceptable standard during this review period then this meeting will form stage 3 of the procedure.
- 5.3 If it is possible that dismissal is likely to be the outcome of this meeting then the manager presiding should be at a level where they report to a Service Unit Head or above.
- 5.4 If the manager presiding is not the line manager who has previously addressed the matter then the line manager will also be in attendance to present the case.
- 5.5 If the Presiding Officer does not accept your case then he/she will dismiss you with notice on the grounds of unacceptable levels of attendance.
- 5.6 If the Presiding Officer does accept that there exceptional circumstance then the review period will be extended.
- 5.7 The outcome of this hearing will be confirmed to you in writing as soon as possible after the hearing.
- 5.8 There is a right of appeal against the outcome of this hearing. Details of the appeal process are given in the Disciplinary and Appeals procedure.