

SICKNESS ABSENCE POLICY GUIDELINES

A Sickness Absence Policy for:
[INSERT WORKPLACE NAME HERE]
 Effective from: DD/MM/YYYY
 Next review date: DD/MM/YYYY

NOTES	
<p>Include: The need for a sickness absence policy and offer security of employment during such periods.</p> <p>How support at work can demonstrate that the workforce is valued and trusted.</p>	<p>Outline the need for a Sickness Absence Policy in the workplace.</p> <p>“Your health and wellbeing is important to us.”</p> <p>“We aim to secure the attendance of all our employees throughout the working week. However, we recognise that a certain level of absence may be necessary due to sickness.”</p>
<p>What do you want to achieve?</p>	<p>Aims of the policy</p> <p>“To create a workplace environment that...”</p> <p>“To ensure that all employees are aware...”</p>
<p>Please note: absence management relies much more on making good judgements, but you should still have a formal policy for factual guidance and support.</p> <p>Refer to the further reading listed at the bottom of this policy for more information on legal requirements, as well as the Equality Act 2010 for reference to Disability.</p>	<p>Procedure</p> <p>Include your organisations procedure on the following aspects of sickness absence:</p> <ul style="list-style-type: none"> - Notification and certification - Return to work - Fit for Work Referral - Extended Absences - Disability - Presenteeism - Contractual sick pay/statutory sick pay. NOTE: Contractual sick pay is at managers discretion, however normally organisations would pay full pay up to 10/15 days per year.

	<p>Things to consider: Define expectations, contact should be maintained with absent employees to provide support and return to work, the policy should signpost employees to a range of rehabilitation services (e.g. Fit for Work, Employee Assistance Programme, Occupational Health if applicable), the role of line managers in tackling workplace stress. What workplace adjustments are available? What support is available for those diagnosed with a long-term condition and are campaigns run in order to raise awareness of some long-term conditions? Are absence rates and causes collected and monitored?</p>
<p>Does this policy apply to all staff, contractors, volunteers etc.</p>	<p>Scope "This policy applies to..."</p>
<p>Explain how this policy will be communicated throughout the organisation.</p> <p>Refer to organisations Communication Policy if applicable.</p> <p>How will updates to the policy be communicated.</p>	<p>Communication "All employees will be made aware of the Sickness Absence Policy." "This will be discussed as part of the employee induction process and form part of the employee handbook." "This policy will be reviewed regularly and any updates will be communicated via line management/team meetings/email..."</p>
<p>Regular review and monitoring is essential for the effectiveness of any policy. What measures will be used to evaluate?</p> <p>Will staff be able to provide suggestions to be added? Feedback from those who have been involved in any aspect the policy can be useful, as well as staff surveys and exit interviews.</p>	<p>Review and Monitoring "This policy will be reviewed annually by..." "Staff may provide feedback to their line manager or Workplace Health Champion regarding this policy and any suggestions will be welcomed and considered."</p>

	<p>Further Reading</p> <p>Please consult the below websites/documents for the main points which need to be included in any Sickness Absence Policy from a legal perspective.</p> <p>ACAS Absence and Attendance Management: http://www.acas.org.uk/index.aspx?articleid=1566</p> <p>Health and Safety Executive Sickness Absence: http://www.hse.gov.uk/sicknessabsence/gettingstarted.htm</p> <p>NICE Guidelines - Long Term Sickness Absence: https://www.nice.org.uk/guidance/ph19</p> <p>Equality Act 2010: https://www.legislation.gov.uk/ukpga/2010/15/contents</p>
	<p>Date:</p> <p>Signature:</p>