



be safe, well and at work

Improving Attendance Policy and Procedure



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The Policy

The Aim of the Policy

Leeds City Council recognises the contribution of all its employees in providing an efficient and effective service to the citizens of Leeds. The council is committed to supporting colleagues in maintaining their health and well-being to ensure that they are fit to attend work, fulfil their duties and improve their general quality of life.

Leeds City Council understands that from time to time employees may be prevented from attending work through ill-health, and will try to support employees with health problems to enable them to remain in work wherever possible.

The aim of the Improving Attendance Policy is to describe the approach that will be taken in circumstances where, for reasons related to their ill-health, employees are unable to maintain the level of attendance expected of them. While the policy applies to all employees, some elements of the approach will be influenced by the circumstances of each individual case. It is the responsibility of everyone to look after employee health and wellbeing and to support employees to remain in work where possible. It is also important that employees and managers work together to help improve attendance and unnecessary costs resulting from sickness and to relieve pressure on employees who are responsible for maintaining service delivery when colleagues are absent.

The HR Attendance Team can provide specialist advice on individual or complex cases and seek further expert advice, for example from Occupational Health, where required.

Key Principles

Health and Employment. A positive approach to health, safety, well-being and attendance is essential to ensure a safe and healthy environment for employees, service users and the public; a healthy and motivated workforce; and lower rates of sickness absence. The management of employee safety, well-being and attendance, and in particular sickness absence, is fundamental in ensuring that Leeds City Council operates effectively and efficiently in the provision of its services to the citizens of Leeds. Leeds City Council aims to provide a safe and healthy work environment. Any absence that is or could be related to ill health or injury sustained in the workplace will be fully investigated.

Considering an employee's health and well-being at work and monitoring attendance is part of day-to-day line management responsibilities. Managers should support employees with attendance and health issues before having to invoke any formal procedures where possible, for example, at return to work meetings. If there is an issue of unacceptable attendance the manager should seek to establish reasons and explain clearly to the employee the required standards.

Dealing with and preventing poor attendance at an early stage with appropriate training, support and feedback is an important part of a manager's role which includes consistent use of the procedure set out in this document. Managers will receive training and support in the use of these procedures to support and encourage an employee to improve their attendance. Managers will balance the need for consistency with an appreciation that individual circumstances will differ and require a personalised approach. The following principles apply:

- Managers and employees each have responsibilities for health and wellbeing within this policy.

- In some circumstances it may be appropriate to consider that a manager other than the immediate line manager supports the employee.
- There may be times when consideration will be given to support employees under another procedure where this would better support them.
- Consideration will be given as to the reasons for absence and what support can be provided to enable the employee to maintain good attendance.
- All options for adjustments will be considered to enable all employees to maintain their attendance at work.
- Employees will not suffer a detriment for absence related to their pregnancy, see paragraph on maternity related absence on page 14.
- Early intervention is key, particularly in Mental Health and Musculoskeletal cases, to ensure employees receive appropriate support.
- This policy may be used in conjunction with other Policies and Procedures.
- The employee will be made aware of any concerns and be provided with an opportunity to express their viewpoint before any decisions are reached.
- Any action taken will be reasonable in the circumstances of the case.
- An employee will be given notes of meetings and know what improvement is expected, linked to a plan to achieve this. Managers should try to ensure that any written explanation is as clear and easy to understand as possible.
- While the main purpose of the policy is to support all employees with health needs, it is recognised that in some circumstances, attendance may fall below the required levels and may ultimately result in dismissal from the council's employment. Where this happens the formal procedure would be applied (see below)
- Employees are expected to take their responsibilities for health and wellbeing seriously, and to follow the advice and support offered.
- Both the council and the trade unions wish to encourage the use of informal mechanisms, including 'one to one' meetings between the employee and their manager to resolve any problems at an early stage. Such meetings do not preclude the employee seeking advice in advance from their Trade Union, or other appropriate advisers. Where meetings are held under the formal stages of the procedure (see below), employees will have a right to be accompanied/represented by a trade union official or work colleague at stages 1, 2 and 3 of the procedure. If an employee wants to be accompanied, at the formal stages of the procedure, by a trade union representative or work colleague it is the employee's responsibility to arrange this.
- Failure to co-operate with, or deliberate breach of the procedure, may result in loss of pay or referral to the Disciplinary Policy. Conduct matters which come to light may result in referral to the Disciplinary Policy.

Scope

The Policy applies to all council employees with the exception of:

- Employees who are specifically covered by separate policies, i.e. teachers employed in schools, all staff of locally managed schools.
- Those officers designated as the authority's head of paid service, chief finance officer and monitoring officer where different procedures apply although the principles outlined in this policy still apply. For those officers who fall within the definition of "Director" in the footnote to the Council's Employment Committee's terms of reference this policy applies but where appropriate different provisions will apply to meetings and hearings.
- Employees undertaking a probationary period (including any extension that may be made above the normal probationary period).
- Casuals.

Roles and Responsibilities

Line Managers

- Ensure and promote safe and healthy work conditions and policies.
- Ensure employees are aware of the importance of good attendance, the support available to help them maintain good attendance and the impact of absence on productivity and colleagues.
- Ensure all employees have an awareness and understand the managing attendance policy and procedure.
- Ensure employees understand and follow the procedure for notification of sickness absence including any local arrangements.
- Maintain an appropriate level of contact with employees who are off sick ensuring that employees are kept up to date with Service developments, any recruitment etc. that may affect the employee.
- Meet with employees after every period of sickness absence and explore with the employee whether there are any work or other problems affecting their attendance with a view to determining a joint way forward.
- Follow the procedures set out for improving attendance and ensure that the employee is aware of their responsibilities and also of the support available to them. They must also be made aware of the possible implications for their continued employment.
- Refer an employee to Occupational Health, or contact the Advisers or HR Attendance Team directly for further advice on improving the employee's attendance where this is appropriate. Make sure that the employee understands that not attending appointments with Occupational Health could lead to decisions being made about support and future employment without full information.
- At each stage check whether the employee has any work related or other problems affecting their attendance and provide support or seek further advice as appropriate e.g. consider any disabilities , Employee Assistance Programme etc.
- Consider whether any aspect of work could be contributing to the absence and whether this can be flexibly changed, or consider a temporary change of duties/role.

All Employees

- Take responsibility for looking after your own health and advise your manager of any work or other problem at an early stage as the council may be able to provide you with support or expert help.
- As the Council needs to understand the impact of any illness on your health and wellbeing you need to inform your manager of any other employment you have, either with Leeds City Council or any other employer and particularly if you are absent due to sickness from your substantive role but you continue to work in your other employment or if you are absent from your other employment but you continue to work with the Council.
- Make yourself aware of the policy and procedure and if you do not understand anything ask your manager.
- Notify sickness absence in accordance with the procedure or, where applicable, local arrangements.
- Ensure your manager is kept up to date with your progress whilst you are off sick.
- Attend and fully participate in the meeting with your manager on your return to work from sickness absence.
- Work with your manager to take action to improve your attendance.
- Engage fully with the procedure including attending medical appointments, following advice given for example by a GP or specialist.
- Attend appointments with the council's Occupational Health adviser who may contact, with your consent, your GP or Consultant for further information where necessary.
- Communicate with your GP/Specialist to ensure reports are sent to Occupational Health in a reasonable time to avoid any delays.

Notification of Sickness Absence and Returning to Work

All employees are required to comply with the notification procedure even if they do not qualify for sick pay. Failure to comply with the notification procedure could result in loss of pay and may lead to referral to the disciplinary policy.

First Day of Absence

Employees must report their absence by speaking directly with their line manager/supervisor before 10am or four hours before the commencement of a shift or duty or in line with local arrangements.

Unless previously agreed:

- Texting or email is not an acceptable reporting mechanism.
- In the absence of the line manager/supervisor notification should be made to the deputy or nominated person.
- Only in exceptional circumstances will a call be accepted from a relative or friend.

The manager or nominated person who takes the call should determine the following information:

- The nature of the illness.
- The date on which they expect to be fit to return. If the date is not known the employee is required to contact their manager each day.
- Whether the absence is as a result of an injury at work?
- Agree with the employee the best ways of contact.
- Any support measures required.
- If there is any work which requires covering during the employee's absence.

Absence Up To and Including Seven Calendar Days

Absence up to seven days does not normally require a doctor's Fit Note. However the council reserves the right to make a referral to occupational health, where a medical opinion is required to support the employee.

Any employee who becomes ill during the course of annual leave must notify their manager in accordance with this procedure, or as soon as practically possible.

Absence of more than Seven Calendar Days

For absences of more than seven calendar days a doctor's Fit Note is required. The following will apply to the Fit Note:

- They must be received by the manager by the eighth calendar day of absence.
- Fit Notes will only be accepted for sick pay purposes from the date they are signed by the doctor.
- Continuation Fit Notes must be received by the manager within three working days of the expiry of the previous note.
- Employees must ensure that there are no gaps between their doctor's Fit Notes to ensure that they do not lose pay and are not recorded as unauthorised absence.

- An employee can return to work at any time before the note ends with their manager's agreement unless a medical practitioner has advised that returning to work before the end of a Fit Note would be unsafe or bad for the employee's health. This should be discussed at the Return to Work meeting. Prior to commencing any duties, managers can seek advice from the HR Attendance Team if required.
- At all times, GP recommendations should be fully considered.

The support from line managers is very important and so should be reflected in the level of contact maintained between the employee and their line manager throughout any period of absence. As part of this, employees must inform their manager of when they anticipate returning to work or if another period of absence is expected. To facilitate this, managers may contact the employee for an update and/or, where appropriate, meetings may be arranged as per the Policy and in accordance with any previously agreed contact process.

Returning to Work

Leeds City Council believes that it is essential for managers to meet with employees on their return from sickness absence to discuss their absence, explore any support that may be needed, and to update them on what has happened whilst they have been away.

This procedure requires that all managers/supervisors meet with employees on their first day back at work or at the first available time for night, shift and rota workers. This applies equally to all employees whether returning from part day of absence or from long term sickness.

Where managers/supervisors do not work on the same site as the employee, local arrangements for meeting with employees on their return may be made which are appropriate to the service. If it is not possible to meet with an employee on the day of return, arrangements should be made to ensure this happens at the earliest opportunity. In some circumstances, it may be appropriate to agree these prior to the return to work.

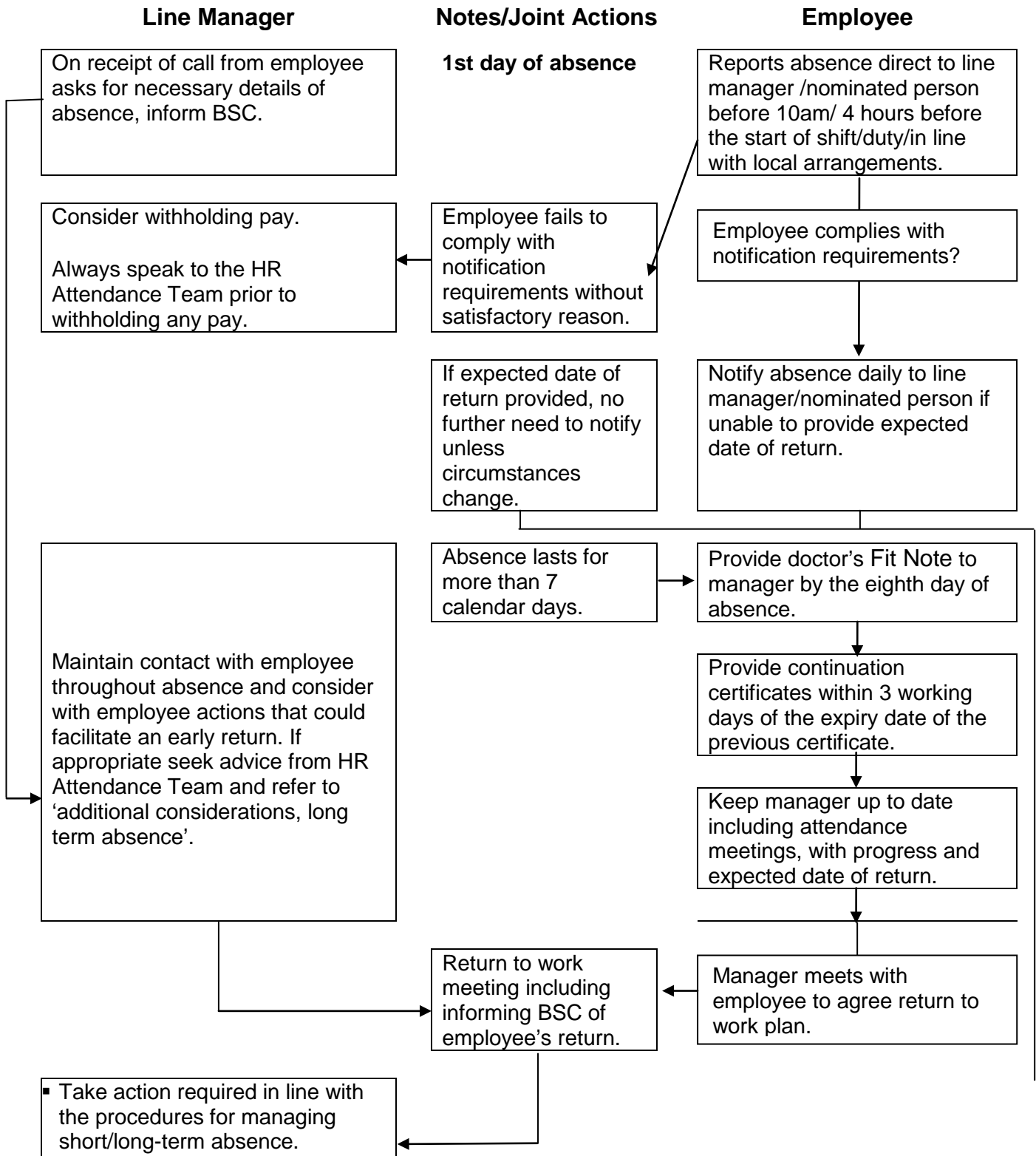
Managers and employees should discuss whether any adjustments or other action is required to support the employee, promote health and well-being and sustain a good level of attendance. Support could include:

- Referral to Occupational Health and related services;
- Raising awareness of the Employee Assistance Programme;
- A review of health and safety risk assessments e.g. stress, display screen equipment, expectant mothers;
- Consideration of temporary or permanent job moves or redesign, or variation of hours, the HR attendance team can give advice on any contractual implications of this.

The line manager will provide the employee with a note outlining the salient points and any actions. Documents must be stored securely on a personal file held by the manager to ensure confidentiality and in accordance with the requirements of this procedure relating to the collection, storage and use of records.

Managers/supervisors should ensure details of all absences are recorded using the prescribed mechanism, currently notifying BSC, or updating the SAP system through Manager self-service to ensure the employee's pay is correct.

Notification of Sickness Absence and Returning to Work



The Formal Procedure for Improving Attendance

The Council is committed to promoting health and well-being in the workplace. The procedure is designed, therefore, to provide a framework in which an employee is given every reasonable opportunity to improve their attendance, should these circumstances arise. It outlines the steps that are expected to be taken to help improve attendance and makes clear the possible consequences of failure to achieve an acceptable level of attendance, of which one consequence may be dismissal. Managers should ensure that all employees are aware of their responsibilities and understand the procedure.

Notification of meetings and right to be accompanied/ represented

The employee must be made aware that they can be accompanied by a Trade Union Representative or work colleague at any meeting under the Formal procedure.

When a manager is arranging to meet an employee through the stages of the procedure every effort should be made with the manager/ employee and Trade Union Representative or work colleague to agree an early mutually acceptable date to meet.

Employees will be notified in advance of any meetings arranged under the formal Stages 1 and 2 of the procedure. Under normal circumstances 5 working days should be given to allow the employee time to arrange for a Trade Union Representative or work colleague to accompany them and to prepare in advance of the meeting.

The timescales for notification of a Stage 3 meeting may vary depending on the circumstances of each case, but will be at least 10 working days.

Trigger Points

If an employee meets any of the following trigger points during a 12 month period they will be asked to attend a meeting with their manager under Stage 1 of the procedure to discuss their absence, consider any support measures and agree targets and or actions for improvement.

- Three absences of two or more days within three months.
- Four separate absences within 12 months.
- Unusual patterns of absence e.g. Mondays and Fridays.
- Four weeks of continuous absence.
- Exceed Corporate Target.

Triggers will be like for like dependent on contracted hours, and/or working patterns for employees who do not work a standard 37 hours per week, or have condensed hours, or irregular patterns etc.

For example:

- An employee working 37 hrs, condensed over 4 days will be considered as a full time 5 day week for the purposes of recording and payments.
- A part time employee who only works a Monday and who is sick for 2 consecutive Mondays, will be considered as sick for 2 weeks in the same way as a full time employee.
- Seek advice from the HR Attendance Team for any flexible working patterns / non standard working patterns or hours.

An employee will remain in the procedure, based on their absence in the previous rolling 12 month period until their absence is below triggers.

Employees who are disabled are not exempt from the Improving Attendance Policy but Leeds City Council will ensure that any action it takes does not result in the disabled employee receiving less favourable treatment than other employees. This could include accepting a higher level of sickness absence is likely to be an inevitable consequence of the employee's disability.

Stage 1

If an employee meets a trigger point their line manager must meet with them to discuss:

- The reason for the absence and whether there are any underlying reasons.
- What support can be offered to the employee.
- What steps the employee will take to improve their health.
- Whether a referral to Occupational Health is required.

The employee must be made aware that they can be accompanied by a Trade Union Representative or work colleague.

At the end of any meeting there should be:

- A note of what was discussed and agreed with the employee e.g. any record of adjustments considered and/or agreed, any action either party have agreed to take. The details should be recorded on the relevant forms provided and signed by the manager and employee to reflect the accuracy of the meeting.
- An action plan, targets for improvement and review dates. While managers should ensure consistency of approach, the approach taken (e.g. targets, review dates) should reflect the individual circumstances for each employee. Reviews should be no longer than 6 months.
- A clear understanding that the purpose of the procedure is to support the employee to improve their attendance to an acceptable level but that failure to improve could, ultimately, lead to dismissal on the grounds of ill health capability.

If an employee is below the trigger points for the previous 12 months they should no longer be in Stage 1.

Targets should always be reasonable and achievable. You may consider taking advice from Occupational Health, our Employee Assistance provider, Physiotherapy services, HR Attendance Team, or any other support. If the targets for improvement set at Stage 1 are not met the manager must meet with the employee as soon as practically possible when the employee's attendance falls below the expected standard. Based on the individual circumstances of each employee, consideration should be given to a further review period at Stage 1 or progression to Stage 2.

Stage 2

The employee must be made aware that they can be accompanied by a Trade Union Representative or work colleague. The Stage 2 meeting should follow the same approach as for stage one except:

- The manager may feel it appropriate to contact a representative from the HR Attendance Team for advice.
- The employee may be referred, if they haven't already, for an assessment with Occupational Health.
- It will be made clear to the employee that Stage 2 is a final opportunity to improve attendance and, unless the targets for improvement are met, the next stage of the procedure could lead to their dismissal.
- Where an employee is at Stage 2 of the procedure their initial improvement plan will be for a maximum period of 6 months. Upon review and, where employees have shown improvement commensurate with this plan, the employee should normally be moved back to Stage 1 for a further review period, or, consider taking out of the stages. This will ensure that the employee will receive regular reviews and support to assist them to maintain this improvement.

The details of reviews should be recorded on the relevant forms provided.

Supporting Employees in Stages 1 and 2

Managers should consider what support can be offered to employees to return to work/remain in work. Whilst this list is not exhaustive, this can include consideration of the following:

- A phased return to work.
- Is the employee able to return to the same job?
- Is the employee able to return to a different job?
- Could the employee return to the same or another job with reasonable adjustments to work arrangements or conditions?
- Could elements of the work be contributing to the absence and can these be flexibly changed, or the employee temporarily redeployed?
- Would the employee be able to return to work more quickly if given additional help, e.g. counselling, physiotherapy or temporary adjustments to duties?
- Whether the use of flexible working policies would be appropriate.
- Whether the employee may be eligible for ill-health retirement.

Managers should take advice from the HR Attendance Team about any other options which may be relevant to an individual employee's circumstances.

Stage 3 – Improving Attendance Stage 3 Meeting

If the actions and or targets for improvement set at Stage 2 are not met or a further period of monitoring at Stage 2 is not directed, the manager must refer the case to the HR Attendance Team with a view to considering further action including referral to a Stage 3 meeting which could lead to dismissal. The Stage 3 meeting will be chaired by a suitable senior officer at grade PO5 or above, dependent upon the grade of the employee. Stage 3 Meeting Officers will not have had any prior involvement with the case. The employee must be made aware that they can be accompanied by a Trade Union Representative or work colleague.

The action available to the Meeting Officer at the formal Stage 3 Meeting will be:

- To direct a further period of review, where the Meeting Officer is of the opinion that not all options have been explored. Any review period would be expected to be not longer than 3 months (however this may where appropriate exclude periods of leave) prior to another Stage 3 Meeting, this may include a supportive interim review. A further Stage 3 meeting will be held at the end of the review period, or earlier, if targets and or actions are not achieved. At this meeting the Meeting Officer has the additional option of moving the employee to Stage 2 of the formal procedure.
- Adjourn the Meeting, where further information is required that will assist the Meeting Officer to make a decision.
- To dismiss the employee on the basis of ill health capability.

Employees dismissed under the procedure have a right of appeal to an Appeals Officer.

Appeal

The Appeal will be heard by an officer from an unrelated service area, who is more senior than the original Stage 3 meeting officer, who has no prior knowledge of, or involvement in the matter and has no line management responsibility for the employee who is appealing.

Appeals must be made in writing to the Chief Officer, Human Resources within 10 working days of receiving the written decision of the Stage 3 Meeting Officer. Appeals will be arranged without unreasonable delay and within 30 working days of receipt of the Appeal request wherever possible. Appeals may be raised by employees on a number of grounds, for example new evidence, or concerns about the perceived inconsistency of the decision. Employees must specify in writing the grounds on which they wish to appeal when they submit their Appeal. The Appeal will only consider those grounds of appeal which are submitted. Depending on the grounds of appeal, the employee and the employer may wish to call witnesses, which would normally include the original officer who chaired the Stage 3 Meeting.

The Appeal Officer has the following options:

- (1) Uphold the appeal, reinstate the employee and direct a further period of review at Stage 3. The review period will be for a maximum of 3 months (however this may where appropriate exclude periods of leave) from the date of reinstatement. A further Stage 3 meeting will be held at the end of the review period, or earlier if targets are not achieved.
- (2) Dismiss the appeal.

Additional Considerations:

Long-term Absence

Long term sickness is defined as any continuous absence of four weeks or more. All requirements relating to notification, certification and maintaining contact apply equally to employees who are on long-term sickness as they do for short-term absence. Upon returning from long term sickness an employee will be in the procedure at the stage they were in either prior to or during their absence. This means that employees on long term sickness may be moved through the Stages during their absence.

Policy and Procedure

Some employees may be considered for Ill Health Retirement which allows the employee to access early release of pension benefits, once employment has been terminated on the grounds of ill health capability.

Only an approved, independent Occupational Health Physician can determine whether a person meets the criteria for ill health retirement and this is facilitated by Occupational Health. The Approved Occupational Health Physician will also certify the Tier of Pension on Ill Health Retirement.

If the criteria for Ill Health Retirement are met, a Stage 3 Meeting is convened in line with the above. Likewise, if an employee's condition does not meet the permanent incapacity requirement for Ill Health Retirement but they are still unable to return to the Council's employment for the foreseeable future, then consideration should be given to convening a Stage 3 Meeting.

It is not possible to be specific about management responses to long term sickness. The objective is to support employees during what is frequently a difficult experience and facilitate their recovery and return to work, whilst taking into consideration the need to maintain service delivery. Managers should be particularly sensitive to the needs of employees with a terminal illness and advice and support from HR Attendance Team and Occupational Health should be sought where appropriate.

When an employee is returning from long-term sickness, it will usually be appropriate for a manager to meet with them prior to their expected date of return to agree a return to work support plan which may include a phased return on normal pay for the agreed period of the phased return which will normally be 4 weeks, to their own job or another for a temporary period of time, discussion about the Council's flexible working options and any adjustments required.

Occupational Health

The council provides an occupational health service to give additional support to managers to help support employee's health needs in the workplace. Referrals to occupational health are made directly by managers, and the employee is provided with a copy of a referral form for their information. Employees will be offered either a telephone appointment or a face to face appointment, this will be determined by the occupational health advisers.

Occupational health may need to obtain an employee's consent to contact the employee's doctor/ specialist if it is required for the occupational health assessment. Occupational health will provide a report to the manager containing a comprehensive response to the referral, together with appropriate recommendations. Medical details will not be divulged without written consent of the employee.

Employees should make every effort to attend occupational health appointments. If an employee does not attend an appointment, their line manager may make decisions about their attendance without occupational health advice, which may include progressing an employee to the next stage in the improving attendance procedure.

Considering all options for the employee, it may be appropriate to consider the Fit For Work Service currently available.

Reasonable Adjustments

Managers will ensure that reasonable adjustments are considered for all employees. As a term, reasonable adjustment is a legal duty within The Equality Act 2010. Under the Equality Act 2010, all public bodies are required to make reasonable adjustments when working arrangements or physical premises place the disabled person at a substantial disadvantage in comparison with people who are not. Leeds City Council is committed to taking a social model approach to disability.

The primary aim of any adjustment should be to help the employee get back to work as soon as possible, but any adjustment made must first be judged to be effective, affordable and practicable. Adjustments could include changes to the workplace environment, provision of specialist equipment, changes to normal procedure, adjustments in performance or attendance targets and implementation of flexible working practices.

There is extensive guidance and support available to managers to assist in the consideration and implementation of reasonable adjustments including from the Trade Unions, Disabled Staff Network, Pathways to Support, the "Supporting Staff at Work" Toolkit and the HR Attendance Team.

Social Model of Disability

The Government and Leeds City Council in their approach to achieving equality for disabled people, recognises that using the social model helps identify solutions to the barriers that not only disabled people but also other protected characteristic groups can encounter or experience in terms of their inclusion. This approach encourages the prevention or removal of these barriers within society, or the reduction of their effects.

Maternity Related Absence

Where an employee triggers Stage 1 of the procedure (or is due a review in the procedure) and absences are pregnancy related (including miscarriage and stillbirth), the employee will meet with their manager as normal to ensure all reasonable steps are taken to support the employee. For example, pregnancy risk assessments should be carried out if not already done and any supportive adjustments required will be discussed. Employees will not suffer a detriment for absence related to their pregnancy. This meeting will be recorded in the normal way. Employees will not move through the stages of the procedure for pregnancy related absence.

Medical Redeployment

If it is determined, after seeking advice from occupational health, that an employee is unable to return to their role on a permanent basis due to a medical condition, but may be able to work in another role, suitable alternative employment can be considered through the medical redeployment process for a maximum period of 4 months. If an alternative position is unable to be found after 4 months a Stage 3 Improving Attendance Meeting will be held. This could be held earlier if the employee does not fully engage in the medical redeployment process.

Employees working during sickness absence

Where an employee has Self-Certified, or provided a Fit Note for their job role, it may be that they are able to cover other work within the council. The line manager will consider what alternative duties may be available throughout the Council and discuss this with the employee. The line manager can take advice from the HR Attendance Team in relation to this.

Where an employee has provided a Fit Note or Self-Certified for their job role within the council but continues to be able to work in another job within the council (where for example they have more than one post) or for another employer other than the council, these details must be shared with their manager in an attempt to support the employee to return to work. A manager should take into consideration the nature of the duties, location and working patterns in the alternative employment to support the employee to return to work.

Ill Health Suspension

It may be necessary to temporarily remove an employee from work if:

- the employee is deemed unfit for work and/or considered to be a risk to themselves or to others because of their health, but is declaring themselves fit or being declared fit by their own doctor.

Ill health suspension is a management decision, but the manager should have due regard to information provided by the occupational health practitioner. This opinion may be sought prior to taking the action described above, but in all cases should be sought as soon as is practicable after suspension.

Wherever practically possible, the manager should inform the relevant Trade Union.

Ill Health Suspension is not a disciplinary suspension and will be on an employee's normal pay. All cases must be discussed with the HR Attendance Team either at the time of suspension or as soon as reasonably practicable thereafter.

Sick Pay

Qualifying for Sick Pay

Service	Pay
During 1 st year of service	1 month 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 year of service	5 months full pay and 5 months half pay.
After 5 years service	6 months full pay and 6 months half pay.

Leeds City Council pays sick pay in accordance with contractual entitlements above.

The period during which sickness is calculated for payment purposes, and the rate at which it is paid, is based on the periods of absence in the 12 months preceeding the first day of the current absence.

All employees will be notified when they move from full pay to half pay and from half pay to no pay; they will also be notified of the process for claiming benefits, if necessary, from the Department of Work and Pensions.

Withholding Sick Pay

Failure to comply with the relevant notification requirements could result in immediate appropriate deductions of pay. If an employee does not follow the notification requirements they should discuss this with their line manager and, if appropriate and only in exceptional circumstances, pay will be re-instated.

Accidents

If an employee suffers an accident or injury at work an incident form (CF50) should be completed. Services need to ensure that arrangements are in place to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Health and Safety and occupational health can provide advice on reportable illnesses eg: salmonella, typhoid. Specialist advice on investigations into industrial injuries is available from the Health and Safety Team.

Third party accidents

If an employee is absent as a result of an accident, they are not entitled to sickness allowance if damages may be received from a third party. In this event, the employee will be paid normal sickness allowance, subject to the employee undertaking to refund to the authority the total amount of such allowances or the proportion of the allowance represented in the amount of damages received.

Confidentiality

The line manager must make it clear to the employee that they will not be able to maintain absolute confidentiality if the employee tells the line manager about activities which are illegal, in breach of contract or affect the health and safety of others. The line manager may also advise the employee that the Council can only help the employee in some circumstances if the employee agrees to share certain information with others.

Collection, Storage and Use of Records

The Council is required to keep records relating to improving attendance which will contain information about an employee's physical or mental health. The Council will satisfy a 'sensitive data condition' under the Data Protection Act in that the keeping, storage and processing of information is necessary to enable it to comply with any legal obligation associated with employment. This may include compliance with the law relating to statutory sick pay, health and safety at work and disability discrimination.

Records of meetings will be handled in a sensitive manner and employees will have the opportunity to see and sign each record of sickness absence.

Records will be kept in accordance with the Council's constitution and relevant legislation.