

## Wellbeing and Sickness Policy on a Page

**Reporting Absence:** Each department's reporting procedure within the Trust will vary depending on service needs. The approach should be locally agreed and communicated to your employees. If no one is available – employee needs to leave a message and that manager is to call them back later that day.

**Fit notes:** A fit note will detail 2 choices: not fit for work or may be fit for work. If it states an employee is fit for work, it may make recommendations for adjustments. Absences can be self-certified from days 1-7 (calendar days) but after this the employee requires a fit note. Back dated fit notes will not be accepted unless there are extenuating circumstances.

**Wellbeing Review Meeting Considerations (old RTW):** consider reasonable adjustments, phased return (if long term), highlight absence triggers, complete documentation. Wellbeing review meetings should be done within 72 hours of the return.

**Occupational Health:** It may be appropriate to refer your member of staff to Occupational Health (OH). There is no set time when to refer to OH. A manager does not have to wait until you go off sick before making a referral to OH for advice and not every episode of sickness will require a referral. A copy of the completed referral form will be provided to you by the clinician from OH and this will also be sent to the employee who was referred.

**Wellbeing Review Meeting Considerations (old RTW):** reasonable adjustments, phased return, highlight absence triggers, complete documentation. Wellbeing review meetings should be done within 72 hours of the return.

**Sickness Triggers:**

3 episodes of absence in any rolling 12-month period.

10 working days (single or cumulative) of absence (pro-rata for part time staff) in a rolling 12-month period.

1 occasion of long-term sickness that equates to 4 weeks or more (see policy for more details on long term management)

Frequent patterns i.e. regular Mondays and/or Fridays.

**Disability Adjustments:** Consideration and granting of disability adjusted days is on a case-by-case basis, supported by Occupational Health advice. A Disability Adjusted Days request must be completed and submitted to your line manager. Managers may wish to seek advice from Business HR when considering requests for adjusted days.

**Special Considerations:** It is recognised that managers may need to exercise judgement when applying trigger points and therefore, special considerations can be given in these circumstances – we advise consulting with an HR Representative to ensure consistent and fair application of special considerations.

**Other things to consider (refer to policy/HR):**

- Medical redeployment
- Ill health retirement
- Terminal illness
- Industrial injury at work
- Working whilst off sick
- Managing pregnancy and maternity
- Phased returns