

EAST HERTS COUNCIL

LOCAL JOINT PANEL - 18 JUNE 2014

HUMAN RESOURCE COMMITTEE - 9 JULY 2014

REPORT BY HEAD OF PEOPLE AND PROPERTY SERVICES

ABSENCE MANAGEMENT POLICY

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

To approve the revised Absence Management Policy.

RECOMMENDATIONS FOR LOCAL JOINT PANEL:

That:

(A)	The revised Absence Management Policy be recommended for approval;

RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE:

That:

(A)	The revised Absence Management Policy be approved

1.0 Background

1.1 The Council's Absence Management Policy was last reviewed in 2009. The Council's programme of policy review is after three years or sooner in line with legislation and best practice.

2.0 Report

2.1 **Key changes**

2.2 The policy has been updated to reflect various changes to legislation, including those regarding the Equality Act 2010. The policy includes key changes which are in-line with best practice

given by the CIPD, LGA and EELGA.

2.3 The policy links with the Council's Health & Safety Policy, the Stress Management Policy, the Policy and Procedure for Employing and Retaining People with Disabilities, the Disciplinary policy and sets out the Council's obligations to employees under the Disability Discrimination Act 1995 and (Amendment) Regulations 2003.

2.4 The policy has been updated to highlight;

Definitions of Absence

Disability Absence

2.5 Employee, Senior Manager, Line Manager and HR responsibilities in managing attendance, including the recording of absence and a robust RTW process.

2.6 New sickness absence trigger points;

- Three or more instances of sickness absence in any six-month period
- Seven or more days sickness absence within any twelve-month period
- Any other recurring recognisable pattern, such as frequent absenteeism
- The removal of the 'informal' absence management process.
- An updated Return to Work Interview form.

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