

EAST HERTS COUNCIL

LOCAL JOINT PANEL – 8 JUNE 2016

REPORT BY SECRETARY TO THE EMPLOYER'S SIDE

ABSENCE MANAGEMENT POLICY

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

- Members are invited to approve the revised Absence Management Policy and to make a recommendation or not to Human resources Committee

RECOMMENDATIONS FOR LOCAL JOINT PANEL:

That: Human Resources Committee be advised that:

(A)	the revised Absence Management Policy be approved.
(B)	the Stress Management Policy be deleted

Background

1.1 The Absence Management Policy was last reviewed in 2014. The council's programme of policy review is after three years or sooner in line with legislation and best practice.

2.0 Report

Key Changes in the Policy

1.2 The policy has been updated to include an informal stage to allow managers more discretion on dealing with absence issues in the early stages.

1.3 To accommodate the introduction of the informal stage, one formal stage has been removed. There are two formal meetings

(with associated first and final written warnings respectively) before a performance capability review is convened.

- 1.4 The Stress Management Policy has been deleted and guidance on managing stress related absence has been added to this policy.
- 1.5 The informal meeting between managers and employees regarding hitting sickness triggers will now be held at the return to work interview to avoid duplication of meetings. The return to work form has been amended to reflect this.
- 1.6 The self-certification and return to work interview form have been combined into one form to ensure better completion rates of the return to work forms and to avoid duplication.
- 1.7 The revised Absence Management Policy can be found at **Essential Reference Paper 'B'**.
- 1.8 The guidance on managing employees/employees with family members with cancer and critical illnesses has been developed to support the policy and this can be found at **Essential Reference Paper 'C'**.
- 3.0 Implications/Consultations
- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

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