

Save money and boost morale

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# Purpose of this session

Strategies and tips on how to:

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# So why is managing absence so important?

Here are a few key reasons:

- impact on teaching and learning
- financial costs
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# How to manage absence?

Make sure you:

- follow your policy and regularly review it – is it
- monitor absence rates
- carry out return to work interviews
- use your triggers points to take action – automatic reminders
- make effective use of occupational health
- keep in contact with employees during absences
- keep a paper trail
- impact of authorised absences

# Absence Management Policy

Does it clearly detail how and when staff will be managed? – clearly defined trigger points and reporting process

Clear stages for management:

Stage 1 – first review meeting (possible warning)

Stage 2 – second review meeting (final written warning)

Stage 3 – final review (possible dismissal)



# Short term sickness absence

- identify if there is a pattern which needs to be dealt with - have they hit triggers?
- identify whether there is an underlying health condition (is it a disability?)
- hold series of meetings (with warnings) and timescale for review
- remind the employee of their contractual obligations and consequences of continuing poor attendance
- don't leave it too long before starting the process – as soon as trigger level hit

# Long term sickness absence

- do not allow the situation to drift
- hold review meetings – keep in contact
- determine action based on reason for absence
- consultation in light of medical evidence is important
- think about:
  - is the employee capable of performing their full duties safely (that is your decision based on information)?
  - reasonable adjustments /alternative employment



# Occupational Health

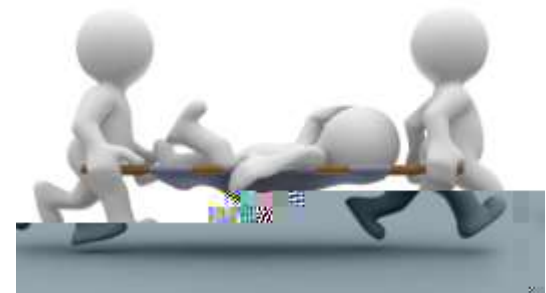
# Occupational Health

What if the employee:

refuses to attend occupational health?

Does not consent for the release of the OH report

Management decision to dismiss, not OH



# Referrer good practice

The principle requirement is one of 'no surprises'

- Discuss the intention of requesting an OH report with the employee
- Provide the employee with information as what to expect from an OH consultation
- Obtain informed consent (may be verbal or written)
- Consent can be withdrawn anytime



# Questions to be answered by OH

Fit for work at present and why

Estimate a likely return to work

Impact on performance / attendance

Employer actions to facilitate early RTW & prevent further absence

Opinion regarding the relevance of Equality Act 2010

Attend meetings

Receiving appropriate care & treatment

# Dismissal

- Some other substantial reason (SOSR) or capability?

A tribunal will consider whether:

the employee knew what was required of them?

- the employer took steps to improve the attendance?
- the employee warned of the consequences of the failure to improve?
- the employee was given an opportunity to improve with a reasonable timescale?

# Strategic Tips

Wellbeing Policy – all staff get one wellbeing day per term

Additional PPA time for Teachers on M range

Additional cover supervisors

EAP Scheme





# Coming up

Tuesday 5 May

Gill Martindale/Jess Collinson-Shield

Tuesday 12 May

Daniella Glynn / Alex Berkshire

Tuesday 19 May

Paul Miner /Katherine Utton

Tuesday 2 June

Eleanor Drabble / Emily Addai

Tuesday 9 June

Heather Mitchell/Emma Hughes/ Joe Babos

