

# HR Factsheet: Maximising Attendance Triggers (Local Government Employees)

Version: 2.0



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North Ayrshire Council  
Comhairle Siorrachd Àir a Tuath

## Maximising Attendance Triggers (Local Government Employees)

### Short Term Absence

#### Return to Work Discussion:

After each absence



Employee met at **Stage 1** if absence reaches:  
9 cumulative working days of sickness absence, taken over more than one occasion, in a 12 month rolling period

OR

3 instances of sickness absence in a rolling 12 month period, irrespective of length of absence



Employee met at **Stage 2** if absence reaches (from last day of absence):  
3 instances, or 9 cumulative working days in a 12 month fixed monitoring period



Employee met at **Stage 3** if absence reaches (from last day of absence):  
2 instances, or 5 cumulative working days sickness absence, in a 12 month fixed monitoring period

### Long Term Absence

#### Initial Long Term Absence Review:

Conducted at 3 weeks continuous long term absence



Employee met at **Stage 1** if absence reaches:  
8 weeks continuous sickness absence



Employee met at **Stage 2** if absence reaches:  
13 weeks continuous sickness absence



Employee met at **Stage 3** if absence reaches:  
24 – 36 weeks continuous sickness absence

### Discretion

Discretion to vary from these procedures must be approved by a Head of Service /Director.  
Discretion should only be applied where the employee;

- Is absent due to a chronic illness/disease and/or has to undergo a surgical procedure/requires hospitalisation which has a specified/expected date of recovery and/or
- Is likely to be covered by the disability provisions of the Equality Act 2010 advised in an Occupation Health Report and an extension to the timeframes in the procedure would be deemed a reasonable adjustment in the circumstances of the absence.
- For short term absence this may also include varying the attendance targets where an employee has been identified by Occupational Health as having an underlying medical condition which may affect their attendance intermittently over a set period of time'.

In deciding on discretion, consideration may also be given to the employee's attendance record over the last three years.

Should the employee's absence extend beyond the original expected date of return, discretion should be removed and the employee will commence, or continue to be met under the formal procedures.