

HR Factsheet: Maximising Attendance Triggers (Teachers)

Version: 1.1



Maximising Attendance Triggers (Teachers)

Short Term Absence

Return to Work Discussion:

After each absence



Employee met at **Stage 1A** 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 1B** if absence reaches (from date of Stage 1A interview):

2 instances, or 6 cumulative working days in a 6 month fixed monitoring period



Employee met at **Stage 2** if absence reaches (from date of Stage 1B interview):

2 instances, or 6 cumulative working days in a 9 month fixed monitoring period



Employee met at **Stage 3** if absence reaches (from date of Stage 2 interview):

2 instances, or 5 cumulative workings days in a 12 month fixed monitoring period

Long Term Absence

Initial Long Term Absence Review:

Conducted at 4 weeks continuous long term absence



Employee met at **Stage 1A** if absence reaches:

8 – 12 weeks continuous sickness absence



Employee met at **Stage 1B** if absence reaches:

13 – 19 weeks continuous sickness absence



Employee met at **Stage 2** if absence reaches:

20 – 28 weeks continuous sickness absence



Employee met at **Stage 3** if absence reaches:

29 – 36 weeks continuous sickness absence

Discretion

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

- *Is absent due to a chronic illness/disease; or*
- *has to undergo a surgical procedure or /requires hospitalisation which has a specified/expected date of recovery; or*
- *has an underlying medical condition which may affect their attendance intermittently over a set period of time.*

Consideration may also be given to the employee's previous attendance record. Should the employee's absence extend beyond the original expected date of return, discretion should be removed and the employee met under the formal procedures.

Further to this, where a teacher has the occasion to attend for medical treatment, consideration will be given to the pre and post medical interventions required. Head teachers are reminded that the Council's Special Leave Scheme should be utilised where appropriate to approve medical appointments and pre-post interventions.