

Type of absence	Criteria	Action	Line Manager Notes
<b>Short Term Absence</b>	If your absence is longer than 1 week	Access to volunteer database and staff database will be turned off. Within Outlook an automatic email response will be added and on Slack their status will be updated. Mobile phone will be diverted to the office number as default. If staff member has direct 'reportees' these are to be changed within the system.	<p>All systems will be updated to enable the staff member to be able to rest and recover.</p> <p>Line Manager to let the staff member know that all accounts are switched off / diverted and we advise that they do not go onto Slack. We want staff who are not in work to be able to rest and recover and also to ensure that any work completed is done with the correct support and supervision. When the date of return is known the line manager is to update the staff database. This will enable accounts to be 'switched back on' on day 1.</p>
	a) If your total absence is longer than 2 weeks	Line Manager to have discussion with staff member -this can be on the phone or in person / via zoom (line manager to ask staff member what they would prefer)	<p>This is just a check-in and is still technically a 'short term' absence at this point.</p> <p>Checklist</p> <ol style="list-style-type: none"> <li>1. Fit Note for any period beyond one week (<i>can get through YuLife App if needed</i>)</li> <li>2. Ensure automatic out of office email set up (contact IT team to set this up)</li> <li>3. If previous absences in last 12 months - Sick Pay reminder - <i>8 weeks full pay, further 5 weeks half pay and then Statutory Sick Pay. (in last 12 months). People and Culture team will email staff member a letter when at 6 week of full pay.</i></li> <li>4. Record discussion on staff database in current absence including if plan to return to work soon any support that could be required. See XXX for what support we can offer employees at any time.</li> </ol>

<p><b>Long Term Absence</b></p> <p><b>4 weeks</b></p>	<p>b) Following a discussion in a) if your instance of absence reaches 4 weeks</p>	<p>Further discussion by line manager with staff member including making aware of sick pay</p>	<p>Checklist</p> <ol style="list-style-type: none"> <li>1. Is FIT note up to date? (<i>can get through YuLife App if needed</i>)</li> <li>2. Sick Pay reminder – <i>8 weeks full pay, further 5 weeks half pay and then Statutory Sick Pay. (in last 12 months). People and Culture team will email staff member a letter when at 6 week of full pay.</i></li> <li>3. Record meeting discussion via staff database on the absence record by uploading the completed Long Term absence meeting notes. any support that could be required. See XXX for what support we can offer.</li> <li>4. If likely to return to work soon – start to plan for phased return (see guidance). This <i>may</i> involve a referral for Occupational Health assessment (see guidance)</li> </ol>
<p><b>8 weeks</b></p>	<p>c) Following a discussion in b) if your instance of absence reaches 8 weeks</p>	<p>Further discussion by line manager with staff member including review of sick pay.</p>	<p>Checklist</p> <ol style="list-style-type: none"> <li>1. Is FIT note up to date? (<i>can get through YuLife App if needed</i>)</li> <li>2. Sick Pay reminder – <i>8 weeks full pay, further 5 weeks half pay and then Statutory Sick Pay (in last 12 months) Staff member will receive letter via email from People and Culture team.</i></li> <li>3. Record meeting discussion via staff database on the absence record by uploading the completed Long Term absence meeting notes</li> <li>4. If likely to return to work soon – start to plan for phased return (see guidance).</li> <li>5. Occupational Health assessment to be considered (see guidance)</li> </ol>

<b>12 weeks</b>	d) Following a discussion in c) if your instance of absence reaches 12 weeks	Further discussion by line manager and senior with staff member including review of sick pay.	<p>Checklist</p> <ol style="list-style-type: none"> <li>1. Is FIT note up to date?</li> <li>2. Sick Pay reminder – <i>8 weeks full pay, further 5 weeks half pay and then Statutory Sick Pay (in last 12 months)</i> Staff member will receive letter via email from People and Culture team.</li> <li>3. Record meeting discussion via staff database on the absence record by uploading the completed Long Term absence meeting notes</li> <li>4. If likely to return to work soon – start to plan for phased return (see guidance).</li> <li>5. If no return to work, referral for Occupational Health assessment if not yet been seen in order to discuss long term likelihood of change.</li> </ol>
<b>After 12 weeks</b>	<p>e) Following from d) the manager will ascertain the prognosis and the expected date of return to work (if known).</p> <p>A return to work date will be set by Safe Families.</p> <p>Option A - If the member of staff will likely return to work by this date then contact shall be</p>	<p>Further discussion by line manager and senior with staff member including review of sick pay.</p> <p>Review of sick pay, review of condition and prognosis including agreed return to work date, Check DDA (Disability Discrimination Act) and adjustments available.</p> <p>Check alternative roles if needed.</p> <p>If no solution, termination on grounds of ill health.</p>	

	<p>maintained and on return discussion about a phased return can be explored</p> <p>Option B - If the member of staff is unlikely to return to work or cannot return in their original capacity, then alternative arrangements should be sought. E.g. alternative roles</p> <p>Option C - If no arrangements are available then termination on grounds of ill health should be considered as a final option.</p>		
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