

Absence Management Policy

Version	Date	Status	Comments
1.0	April 2012	Draft	Draft revised policy.
1.1	June/July 2012	Draft	Consultation with staff via JCC and Corporate Bulletin Board.
2.0	June 2012	Draft	Review in response to consultation.
2.1	July 2012	Final	Submit to Executive for approval.
2.2	20 August 2012	Final	Policy formally implemented.
3.0	18 January 2018	Published	Policy reviewed - no changes required.

Approved by: Resources Portfolio Holder

Date Approved: 31 July 2012

Responsible Officer: Principal Human Resources Advisor

1. Introduction

- 1.1 The Council recognises its responsibilities in promoting the good health of its staff and that doing so is likely to lead to a workforce who will be more productive and who are better able to lead full and satisfying working lives. The Council is committed to promoting healthy living for all staff and providing facilities to encourage this. Examples of this include:
- Providing a professional, confidential Occupational Health Service;
 - Risk assessments for known health risks;
 - Promotion of good management/working practices;
 - Ergonomic assessments to ensure the working environment and equipment used is suitable;
 - Regular eye tests for users of display screen equipment;
 - The provision of a confidential counselling service.
- 1.2 The Council recognises that there will always be a certain level of sickness absence. However high levels of sickness and absence have a detrimental effect on the level and quality of service provision, place an additional burden on colleagues at work and often result in increased costs through the use of agency staff and overtime. Eden District Council has a responsibility to monitor and manage the sickness and sickness absence of its staff in a fair, consistent and supportive manner. In the same way, employees have a responsibility to maintain acceptable levels of attendance.
- 1.3 The aim of this Absence Management Policy is to minimise absence levels across the Council, whilst also providing reasonable support to those absent for genuine reasons, with the aim of assisting their return to work at the earliest opportunity.
- 1.4 Whilst it is recognised that instances of absence often need to be considered on a case by case basis, this policy also aims to ensure that all employees are treated fairly and consistently.

2. Statement of Intent

- 2.1 Eden District Council is committed to the fair treatment of its staff regardless of personal characteristics.
- 2.2 Absence issues will be managed in accordance with the Equalities Act 2010. Management interventions will also take account of guidance provided by Acas and the Health and Safety Executive.
- 2.3 Guidance to support this policy will be provided to assist managers and staff to understand the key principles and the possible interventions and outcomes associated with absence management.

3. Scope of the Policy

This policy will apply to all Eden District Council employees.

4. Policy Review

This policy and supporting guidance will be periodically reviewed or revised to reflect changes in relevant legislation and best practice.