

Changes made to the Maximising Attendance Guidance 2016

1. Appendices 1-3, 6-11 and 18-23 have been removed from the document as they are now all online forms and letters as part of the Your HR process.
2. Changes have been made to the sections in the document on 'Certification requirements' page 7, 'Recording the absence using the Attendance Management module' page 7, 'Return to work discussion' page 8 and 'Absence trigger notification reports' page 9, to reflect the fact that part of the Maximising Attendance process has been made electronic on the Your HR system.
3. Some changes have been made to both the 'Short term sickness procedural guidance' pages 11-15 and the 'Long term sickness procedural guidance' pages 29-32 again to reflect the fact that parts of the process are now carried out electronically on Your HR. It should be noted that the aim is ultimately to have the entire process on Your HR.
4. Under the long term process on pages 30 and 31, provision has now been included to allow a Service to bring an employee back into the procedure at the point they left it, if they go off sick again for another period of long term absence for the same/similar reason in the 12 months following their return to normal monitoring. This mirrors the provision in the short term process. The letter previously at appendix 20 has been updated to reflect this change and a new letter added to the long term process (both letters are now online on Your HR).
5. The section in the guidance on 'Overall Unacceptable Sickness Record' on pages 39-40, (i.e. cases where there is a mixture of short and long term absence and they have become difficult to manage and unsustainable as a result), has been expanded on to indicate the circumstances when this may arise and the process that should be followed by a manager in such cases. This should assist managers in dealing with cases of this type and help to ensure consistency of approach across the organisation.
6. Some minor changes have been made to both the short term and long term absence flow charts on page 27 and 38 respectively, to reflect the changes related to Your HR and also the changes detailed under 4 above.
7. The right to be accompanied by a trade union representative or work colleague at each stage of the formal procedure has been emphasised by also mentioning this at the beginning of both the short and long term procedural guidance. It has also been indicated that appropriate arrangements should be made at meetings to cater for any disability the employee may have.