

# The Key Differences

The key differences between the Maximising Attendance policy and the new Supporting Attendance and Wellbeing policy are as follows:-

## ONE PROCESS FOR SHORT AND LONG-TERM ABSENCE

There is now one process for managing both short and long-term absence, rather than separate processes for each. Sickness absence is therefore managed holistically. This should help ensure that absence is managed more efficiently, particularly in cases where there is a combination of short and longer-term absence.



## SINGLE ABSENCE TRIGGER

There is a single absence trigger level in the new policy which is 10 days or more and/or 3 occasions of absence over any 12-month period. In the current policy there is a second trigger point of 15 days or more and/or 5 occasions of absence over a 24-month period. This change to a single trigger should make the policy more straight forward to administer and easier to understand.



## EMPHASIS ON WORKING TOGETHER

There is more of an emphasis in the new policy on managers and employees working together to identify solutions in relation to an employee's absence.



## EMPHASIS ON PREVENTATIVE MEASURES

There is also more of an emphasis on preventative measures to employee absence and looking at employee wellbeing with reference in the policy to employee good health initiatives, the Counselling Service and flexible working options.

