

Arrangements for the changeover of policies

The arrangements for the changeover from the former Maximising Attendance policy to the Supporting Attendance and Wellbeing policy will be as follows:-

- All new sickness absence cases entering the formal procedure on and after 1 January 2019 will be managed under the Supporting and Wellbeing Policy (using the new suite of letters and forms on the People Anytime portal).
- All current absence cases at Stages 1 and 2 of the Maximising Attendance Policy on 1 January 2019 (whether short or long term) will transfer from Maximising Attendance to the same stage under Supporting Attendance and Wellbeing. (Use should be made by managers of the new suite of letters/forms for the Supporting Attendance and Wellbeing policy on the People Anytime portal; rather than continuing to use the YourHR system for administering these cases). Managers will inform employees who are currently in Stage 1 or 2 of the existing procedure of the changeover to the same stage in the new policy from 1 January, and **confirm this with a standard letter**, which is available on the People Anytime portal in the suite of standard letters and forms (see appendix 15).
- All current absence cases at Stage 3 of the Maximising Attendance Policy on 1 January 2019 will continue to be managed using the Maximising Attendance Policy until Stage 3 is concluded either by termination of employment or return to normal monitoring (using the standard letters/forms relating to the Maximising Attendance policy – which will continue to be available in the meantime on the People Anytime portal).