



NOTTINGHAMSHIRE
POLICE
PROUD TO SERVE

PS 147 Attendance Management Policy

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Registered Owner: Head of HR & OD

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Replaces document (if applicable):

Linked Documents: PG 023 Attendance Management- Managers Guide,
PD 539 Permanent Disablement and/or Medical
Retirement for Police Officers,
Police Staff Medical Retirement Process,
PD 556 Unsatisfactory Attendance Procedures (For
Police Officers),
Injury Award Procedure for Police Officers

Authorised (Head of Dept/FEB)

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VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.1	Jan 2014			Amendments throughout; Formal Review with Unison, GMB, Federation August 2013
1.2	Apr 2015			Update to reflect the requirement of individuals to use the BOBO (Book On Book Off) function to inform Crown DMS of absence, in addition to speaking with a Line Manager. Line Managers are now required to record additional information relating to sickness absence onto Crown DMS.
1.3	Nov 2017	James Lunn	HR Senior Manager Strategy	Amendment to reflect requirement for Third Stage meetings to be tape recorded.

AIMS AND OBJECTIVES OF THE POLICY

Managing attendance is essential to the efficiency of Nottinghamshire Police. The Force is committed to promoting a good attendance culture and a supportive working environment. All individuals must take responsibility for their attendance at work, demonstrating a clear commitment to attendance in order to maintain high standards of service to the public.

Good attendance at work is expected to be maintained by the entire workforce of Nottinghamshire Police. Individuals who are absent through illness will be supported to return to work as soon as possible.

The aim of the attendance management policy is to provide a framework for addressing unsatisfactory attendance with a fair, timely and consistent approach and is designed to manage consistent standards of attendance for all those working for Nottinghamshire Police.

The key principles underpinning the policy are as follows:

- The framework for attendance management is designed to achieve consistent standards of attendance for all those working for Nottinghamshire Police.
- Poor attendance will be challenged and effectively managed.
- Individuals who are absent through illness or injury will be supported to return to work as soon as possible.
- Nottinghamshire Police will seek to maximise attendance at work to support and achieve the Force policing objectives/ plan.
- Nottinghamshire Police will develop and maintain an attendance culture which is consistent in approach and supportive of the work force and public we serve.

- Return to work interviews must be undertaken after every absence to ensure individuals are fit and supported on their return to work.
- Managers will adopt a proactive approach to managing absence to provide consistency and be supportive and fair.
- If an individual provides any false information or makes false statements about their sickness absence, it may be treated as misconduct and may result in disciplinary action being taken. In proven cases of gross misconduct it could lead to dismissal.
- Stage 1, 2, 3 formal sickness review meetings will be conducted by managers at the appropriate level for individuals that breach a sickness trigger point.

POLICY STATEMENT

The policy applies to:

- All police officers except those above the rank of Chief Superintendent and those who have not completed their probation.
- All police staff except those within their probationary period.
- Special constables.

The policy must be read in conjunction with the Attendance Management Procedure and for police officers, the Police (Performance) Regulations 2008. The policy is also supported by a guide for managers to effectively manage their team's attendance. It becomes applicable with immediate effect.

Responsibilities

Individual

Individuals are responsible for maintaining the standard of attendance expected of them. Individuals must take reasonable steps to uphold consistent attendance at work. If they are unable to attend work through sickness, individuals are responsible for booking sick through BOBO (part of the Crown Duties Management System) and advising their line manager (or if unavailable an equivalent manager) prior to the shift start time or at the earliest opportunity and when reasonably practical. Contact is expected in person, by telephone. Text or an email message is unacceptable, except in exceptional circumstances.

If the absence continues, individuals must maintain regular (as agreed between both parties but no less than weekly) contact with their line manager, to provide an update on their situation and expected length of absence or expected return date.

Individuals have an obligation to maintain contact with the Force and line management during any period of sickness absence.

To ensure accurate recording of absence, individuals must advise their line manager when they are fit to work, even if this is a rest day or annual leave.

When requested to do so, an individual must attend the Occupational Health Unit for an assessment.

Line Manager

Line managers are responsible for ensuring that their team members are aware of the levels of attendance expected of them.

Line managers are expected to support their team members to maintain the expected level of attendance.

Line managers must also promptly update and maintain the Crown Duties Management System with Fit Notes, relevant information and contact logs. The sickness absence and reason for absence of their team member on the HRMS system.

Line managers will conduct a Return to Work Interview with their team member on the first day of their return to work or as soon as is reasonably practical.

Line managers will maintain reasonable contact (as agreed between both parties but not less than weekly) with their team member who is absent due to sickness.

Line managers are empowered to manage attendance by reconciling the interests of the individual with the operational needs of Nottinghamshire Police.

Where informal management interventions have not achieved the required level of attendance, this policy requires the line managers to invoke formal procedure to support their team member to achieve the required level of attendance.

Senior Manager

Senior managers have a responsibility to promote a good attendance culture and to ensure attendance is managed effectively.

Long term absence

If, due to medical incapacity, an individual is unable to carry out their role, and the absence is in excess of 28 days but is not likely to affect their long-term ability to continue in their role, the process in short term ad-hoc absence should be invoked.

If an individual's medical incapacity is likely to be long term i.e. a continuous long-term absence of 28 days or more, then the **Stage one** process described in 4.4.1 below will be triggered.

A referral to Occupational Health on form G249 should be made at the earliest opportunity to obtain an informed opinion on the individual's ability to carry out their role in the foreseeable future.

Exceptions to Formal Intervention

In the following situations line managers should seek advice from HR and triggers should not automatically be invoked:

- An individual is in the terminal stages of an illness.

- The individual is able to return to work with reasonable adjustments and the reasonable adjustments have not yet been put in place.
- The individual is in the process of assessment for medical retirement.
- This is an absence related to a disability under the Equality Act 2010 or pregnancy. These absences will be recorded, although the absence may be discounted from the triggering procedure. Notwithstanding the disability, should the individual's level of attendance cause the line manager concern, after consultation with a HR Advisor and giving careful consideration to the disability related absence, the line manager may invoke the formal procedure.

Pay

Police Officer sick pay arrangements are contained in Regulation 28 Annex K in Police Regulations 2003.

Police staff sick pay arrangements are contained in the Police Staff Handbook.

Sickness Certification

In instances where the absence is for seven calendar days or less, individuals must complete their self-certification on HRMS on the first day back at work.

For any absence in excess of seven days, a doctor's statement of fitness to work ('fit note') must be submitted to the line manager, no later than the tenth day of absence or as soon as reasonably practical, covering the period of absence from the eighth day onwards.

Continued absence must be covered by additional fit notes. Failure to provide fit notes to cover absence may lead to a loss of sick pay.

Framework of Formal Intervention

Informal management interventions should be employed to support individuals to attend work regularly. Supportive action must be offered prior to the formal procedure being invoked. Where this does not lead to regular attendance then the formal procedure must be invoked.

The framework is a three stage supportive process with a view to facilitating a sustained improvement in an individual's attendance at work.

Short term or ad-hoc absence

Stage one will be triggered for frequent short-term absence. Frequent short-term absence is defined as "3 or more occasions of sickness absence within a rolling 12 month period or 10 calendar days (this does not need to be continuous) in a rolling 12 month period." These will be trigger points for a line manager to effectively manage an individual's absence through a formal procedure.

Stage two will be triggered if the individual has a further 2 occasions of sickness absence or 7 calendar days within a 6 month period. The Written Improvement Notice will remain valid for 12 months. Attendance must be maintained for the 12 month period. If the improvement is not maintained within the 12 months, then the next stage of the procedure may be invoked.

Stage three will be triggered if the individual has a further 2 occasions of sickness or 7

calendar day's absence within a 6 month period.

Line managers will manage an individual whose pattern of absence, whilst not exceeding the above trigger points, is still a cause of concern.

Crown DMS records the times of part day absences. A part day absence will count as an occasion of sickness absence and treated as a day for the trigger points.

Police Officers – Formal Intervention Stages

Stage	Trigger	Meeting Chair	Appeal Meeting Chair	Possible Outcomes
First stage meeting	3 or more occasions of sickness absence within a rolling 12 month period or 10 calendar days (this does not need to be continuous) in a rolling 12 month period	First line manager	Second line manager	<ul style="list-style-type: none"> • Written Improvement Notice • No action
Second stage meeting	Has a further 2 occasions of sickness absence or 7 calendar days within a 6 month period	Second line manager	Senior manager or Superintendent	<ul style="list-style-type: none"> • Final Written Improvement Notice • An extension of stage 1 Written Improvement Notice
Third stage meeting	Has a further 2 occasions of sickness absence or 7 calendar days within a 6 month period	<p>Chair will be a Superintendent or the Head of HR & OD. There will be a panel of 3 members to include a Police Officer at the rank of Superintendent and a Senior HR Partner.</p> <p>Third stage meetings will be tape recorded by Nottinghamshire Police.</p>	Police Appeals Tribunal	<ul style="list-style-type: none"> • Dismissal • In exceptional circumstances an extension of a Final Written Improvement Notice or redeployment to alternative duties

Police Staff – Formal Intervention Stages

Stage	Trigger	Meeting Chair	Appeal Meeting Chair	Possible Outcomes
First stage meeting	3 or more occasions of sickness absence within a rolling 12 month period or 10 calendar days (this does not need to be continuous) in a rolling 12 month period	First line manager	Second line manager	<ul style="list-style-type: none"> • Written Improvement Notice • No action
Second stage meeting	Has a further 2 occasions of sickness absence or 7 calendar days within a 6 month period	Second line manager	Senior manager	<ul style="list-style-type: none"> • Final Written Improvement Notice • An extension to stage 1 Written Improvement Notice
Third stage meeting	Has a further 2 occasions of sickness absence or 7 calendar days within a 6 month period	Chief Inspector or Manager Grade M1 or above Third stage meetings will be tape recorded by Nottinghamshire Police.	Superintendent or Head of Department	<ul style="list-style-type: none"> • Dismissal • In exceptional circumstances an extension of a Final Written Improvement Notice or Redeployment to alternative duties which may include a reduction in grade

Right to Be Accompanied

Individuals are afforded the right to be accompanied by a work colleague, trade union representative or staff association representative as applicable at all formal meetings.

Appeals

Individuals have the right of appeal against the outcome of a formal meeting.

The individual must make the appeal in writing within 5 working days of the written outcome letter being received.

The individual should set out their grounds for appeal against the decision.

Where the appeal has been against dismissal, if the decision to dismiss is upheld, the effective date of termination shall be the date on which the original dismissal took effect.

Reasonable Adjustments in the Workplace

Nottinghamshire Police are committed to making reasonable adjustments to accommodate the needs of disabled individuals to support them to continue to work.

Police Officers within Their Probationary Period

For **police officers**; Regulation 13, Police Regulations 2003 will be followed.

For **police staff**, follow the Probation Procedure.

Statement of legislative compliance

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention of Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.