

Inefficiency Sickness Frequent Short Term (FAQ)

Will my sickness absence be monitored?

Review points are used to identify the level and pattern of sickness absence that require closer examination. The Review points are 4 occasions or 10 working days in a rolling 12 month period. Should your level of sickness absence reach a Review point, Departmental HR and/or your line management will assess what action, if any, might be required. Review points will not apply to probationers, or to those appointed on a fixed-term or temporary basis, where each spell of sickness absence will lead to a review and consideration of inefficiency action.

I have been invited to an interview for consideration of a written warning. Can I have someone attend with me?

You are entitled to be accompanied at this meeting by a work colleague or a Trade Union Representative.

I have received a written warning under the inefficiency sickness absence policy, what does this mean?

A written warning is the first step in the inefficiency sickness absence procedures. If you fail to demonstrate an immediate and sustained improvement in your attendance your Department may decide to issue you with a final written warning, which could ultimately lead to your dismissal.

What date is my warning effective from?

The warning is effective from the date of issue i.e. date which appears on the warning letter.

How long is my warning valid for?

The Written Warning will remain valid for two years and your attendance will continue to be monitored. If at any time during this warning period your attendance does not improve, a final written warning will be considered.

Am I entitled to Occupational Sick Pay (OSP) during a warning period?

OSP will cease to be payable for a period of 6 months, effective from the date of the final written warning. Entitlement to OSP will not be restored until the 6 month period has been satisfactorily completed. This period may be extended at departmental discretion should the level of attendance remain unsatisfactory.