



HEDDLU GOGLEDD CYMRU

Gogledd Cymru diogelach

NORTH WALES POLICE

A **safer** North Wales

ATTENDANCE MANAGEMENT POLICY

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1. WHY IS THIS POLICY REQUIRED?

The Force is committed to providing, as far as is reasonably practicable, a healthy and safe working environment for all our staff. We recognise that their health and welfare is a key element in the delivery of quality services and in the maintenance of job satisfaction and high morale.

Overall, this policy intends to offer a positive and supportive process that is fair and consistent in order to support attendance in work.

This policy will provide clear guidance on:





- 1.1 How to manage absences and support individuals to enable them to return to work and carry out their role whilst managing any health or wellbeing issues.
- 1.2 How to manage the attendance record of individuals and maximise overall attendance levels appropriately.

2. WHO SHOULD USE THIS POLICY?

- 2.1 This policy should be used by all Police Officers, Police Staff and OPCC Staff.

3. WHAT SHOULD I CONSIDER WHEN USING THIS POLICY?

There are **one page guides** which summarise the sections in this policy. They are intended to provide a useful overview and are supported by the content in the policy.

 Managing Sickness Absence In A Page.docx	 Supporting Recovery From Illness Or Injury	 Limited Duties Adjusted Duties Flow	 Police Officer IHR Flowchart.docx
This guide covers managing absence including unsatisfactory attendance.	This guide covers how to agree recuperative or adjusted duties.	This guide describes the review of Police Officers allocated to Adjusted Duties including the potential impact on pay.	This guide describes the Ill Health Retirement Process for Police Officers.

4. ROLES AND RESPONSIBILITIES

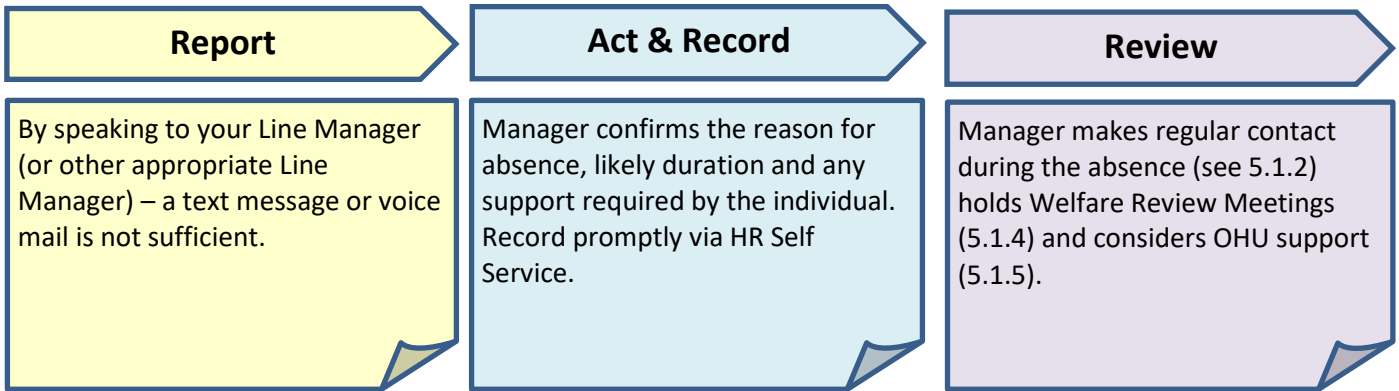
4.1 All Police Officers / Police Staff / OPCC Staff	To take responsibility for their own health and wellbeing and to liaise with the relevant Line Manager / HR about any absence or recovery from illness and injury as set out in this policy.
4.2 Line Managers	To take responsibility for the health of wellbeing of individuals in their teams, applying the actions and support outlined in this policy and recording appropriately.
4.3 Senior Management Teams	To work with Line Manager and the Human Resources Team to maximise overall attendance levels appropriately.
4.4 Human Resources Team	To provide support and advice to individuals, managers and SMT's as outlined in this policy; to monitor sickness absences to ensure timely support and intervention.

<p>4.5 Occupational Health</p>	<p>To provide advice and guidance when required.</p>
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5. THE PROCESS

5.1 SECTION 5.1 – MANAGING SICKNESS ABSENCES

5.1.1. NOTIFICATION OF AN ABSENCE



Further Details:



Report Record Review ENGLISH.pdf

5.1.2. CONTACT AND SUPPORT

Individuals must maintain contact with their Line Manager and provide regular updates on their state of health so that we can apply our duty of care and support the individual to return to work. Where the individual raises an objection to their Line Manager keeping in contact with them, an alternative may be suggested by HR in conjunction with the individual. An intentional lack of contact by the individual may lead to management action.

The **Line Manager** must maintain contact at regular intervals during the individual’s absence to offer support. Any contact must be recorded by the Line Manager on the individual’s record in the CPD section of HR Self Service and updates provided to HR throughout the absence. The frequency and nature of contact will depend on the Line Managers judgement based on each individual case. It is the Line Managers responsibility to manage the welfare of their team and as such they will be held accountable. A lack of contact by the Line Manager may lead to management action. Guidance on contact is found in the HR Document Library – [Contact Form for Line Managers](#).

5.1.3. FIT NOTES

A FIT note (previously called Medical Certificate) can be issued by the individual’s GP and states either that an individual is is not fit for any work or may be fit for work if temporary adjustments are made. An individual **must** provide a valid FIT note from the 8th consecutive calendar day of absence. FIT notes will then be required to cover every further date that the individual remains absent from work until they return to work.

Upon receipt of a FIT note, the Line Manager should update Optimum via HR Self Service to show the absence as certificated for the length of the FIT note and forward the note to the relevant HR Team promptly. An absence of 8 days or longer which is not covered by a FIT note is an unauthorised absence and pay may be affected.

5.1.4. ABSENCE REVIEW MEETINGS

Review meetings will be carried out regularly to ensure the organisation understands the reason for the absence and has an opportunity to discuss relevant support for the individual. Lack of co-operation or response by the individual should not prevent any meeting going ahead without them. The Line Manager must ensure that absence review meetings are carried out as these are the key mechanism for supporting an individual back to work.

5.1.4.1 WELFARE REVIEW

Held either: Following an absence where the individual has returned to work or a Line Manager has concerns about an individual’s wellbeing. Held at the discretion of the Line Manager and HR, considering the Force triggers (see Section 5.3.1). It is the Line Managers discretion as to whether an Attendance Support Plan is put in place or not, but the discussion and decision should be documented with any rationale. The Welfare Review Form within HR Self-Service is used to document the discussion and any Attendance Support Plan documented through the CPD management action log within HR Self-Service.

Or: Held when an individual remains absent from work due to sickness and the absence is expected to become long term.

Line Managers can use their discretion on the appropriate timing of this meeting dependent on the circumstances of the case. As a minimum, one Welfare Review should be held during the first two months of absence. This should also be recorded through HR Self-Service.

Guidance can be found on the HR SharePoint Site within [Attendance Mgt and Absence](#) and within [Managing People](#).

5.1.4.2 CASE REVIEW

When held:	Minimum of monthly at FHQ, Colwyn Bay
Attended by:	Head of People and Organisational Development (Chair); Service Area Leads (only if required to represent a case/s); HR Wellbeing Lead; Field HRTSO’s; (to represent Service Areas and provide expert advice. Cases will be discussed within each areas Senior Management Team meeting and relevant cases put forward for this Case Review); Occupational Health Unit (OHU); Staff Associations.
Aim of meeting:	<ul style="list-style-type: none"> To discuss at an appropriate point those individuals absent due to sickness or on Recuperative and Adjusted Duties and ensure that each case is being managed in line with the Police Performance / Attendance and Conduct Regulations and the Police Staff Conditions of Service. Proposal for medical funding – business case to the Director of Finance and Resources (DoFR). Recommendation to the Chief Constable in relation to pay reduction either Regulation 28 or Adjusted Duties for Police Officers and 2.4.001 Sickness Provisions within the Police Staff Conditions of Service for Police Staff. Request consideration of Ill Health Retirement (IHR) through OHU and Force Medical Advisor (FMA). Provide recommendations for IHR to Chief Constable if supported by Selected Medical Practitioner (SMP).

5.1.4.2 CASE REVIEW	
	<ul style="list-style-type: none"> • Consider and make decisions on Limited Duties for officers; • Consider and make decisions on medical redeployment; • Monitoring application of unsatisfactory attendance; • Monitoring progress of IHR cases, appeals and injury awards; • Overview of Force and area absence trends and recommendations for action.
Follow Up Management Actions:	<ul style="list-style-type: none"> • SMT members to address lack of action with cases with Line Managers; • HRTSO maintain ongoing responsibility for management of cases in their area including liaison with OHU / Federation / UNISON and including monitoring of pay dates.
Following the meeting	<ul style="list-style-type: none"> • A record of the discussion and any decisions about each individual will be added to the Absence Review log by HR and provided to the individual. • The relevant HRTSO will advise Service Areas of the outcome of discussion about their cases.

5.1.5. OCCUPATIONAL HEALTH (OHU) REFERRAL

If an individual has reported sick with anxiety/stress/depression, then the Line Manager should advise the individual to seek support from their GP. In any case, individuals can be referred to OHU at any point in order for relevant support and specialist advice to be provided. The stage at which this takes place is at the discretion of the Line Manager and HR, based on the optimal time to ensure support for the individual to return to work.

Once referred, OHU will make contact with the individual in order to decide the most appropriate method of support and arrange a consultation where necessary with the relevant individual. Appointments with OHU must be attended unless the individual’s health prevents their attendance.



If an individual chooses not to co-operate with a referral to OHU they should be aware that this will make it more difficult for managers to provide appropriate support. In these cases, managers will proceed with any information that has been provided.

5.1.6. NOTIFICATION OF A RETURN TO WORK

Each individual **must** report their return to work to their Line Manager who **must** update the individual’s record through HR Self Service on the first day of return from absence. This is important to ensure the individual’s pay is not affected, that the individual is supported on their return and so that correct management information is given to Senior Management Teams.

5.2 SECTION 5.2 - SUPPORTING RECOVERY FROM ILLNESS OR INJURY

The below flowcharts set out the processes to follow for agreeing Recuperative or Adjusted Duties. Further detail is found within this procedure. The process for Police Officers is in accordance with the Police (Amendment) Regulations 2015.

	Recuperative and Adjusted Duties	Adjusted Duties Case Review for Officers
Police Staff	 Supporting Recovery From Illness Or Injury	n/a
Police Officers		 Limited Duties Adjusted Duties Flow

The Line Manager and HR will make a decision to agree Recuperative or Adjusted Duties in conjunction with advice from OHU and the individuals GP, consultant or specialist. These duties will then be monitored and

reviewed by the Line Manager and HR and each individual's case may be discussed at Case Review (see Section 5.1.4.2) to ensure progression back to full duties where possible.

5.2.1. RECUPERATIVE DUTIES

An earlier return to work may be supported by allowing the individual to work reduced hours (and possibly by amending the elements of the role carried out) to follow a phased working pattern with the aim of a prompt return to their usual full hours and role. Please refer to the above flowchart for what to consider when agreeing Recuperative Duties.

5.2.2. ADJUSTED DUTIES

Adjusted Duties are where an individual may be working their full hours but may not be carrying out their full role/responsibilities on a temporary basis with a plan to return to their usual full duties in the near future. E.g. they may be doing non-confrontational duties or an alternative role due to pregnancy, lack of fitness or medical issues. Please refer to the above flowcharts for what to consider when agreeing Adjusted Duties.

Adjusted Duties can also apply to an individual not carrying out their full duties because of a medical condition that permanently prevents them from achieving a return to full duties. In these circumstances, the FMA will carry out an assessment and provide guidance on suggested restrictions and the type of role that can be performed. The individual may be classed as disabled under the Equality Act.

If, the individual is still having difficulty in performing their role despite adjustments (see [Working With Disability Policy](#)), the FMA must advise on their limitations, and assess if the individual could be considered for redeployment (for Police Staff please refer to [2.1.017 Redeployment Scheme](#) within Police Staff Conditions of Service, and for Police Officers refer to Section 5.2.6 below) or considered for ill health retirement if redeployment has already been considered (See Section 5.4 below).

5.2.3. CAPABILITIES OF A POLICE OFFICER

In agreeing recuperative or adjusted duties, Police Officers will be assessed against the following seven core capabilities as set out in Annex EE of the Police Regulations 2003.

- a) The ability to sit for reasonable periods, to write, read, use the telephone and to use (or learn to use) IT;
- b) The ability to run, walk reasonable distances and stand for reasonable periods;
- c) The ability to make decisions and report situations to others;
- d) The ability to evaluate information and to record details;
- e) The ability to exercise reasonable physical force in restraint and retention in custody;
- f) The ability to understand, retain and explain facts and procedures;
- g) The ability to work the full range of shifts (earlies, lates and nights).

5.2.4. CAPABILITIES REQUIRED FOR POLICE OFFICER POSTS

A basic matrix for each Police Officer post demonstrates which of the above seven core capabilities are essential for the post. This should be taken as a rough guide only as it will depend on the officers individual circumstances as to what extent they can meet the capabilities and therefore fulfill the requirements of the post.

For those posts which are assessed as potentially **not** requiring all seven capabilities, a risk assessment will be completed. This will measure the number of officers in these posts who may not be fully operationally deployable and the impact on delivering operational policing. This may lead to the revision of the matrix if there is a negative impact which cannot be managed.

If Police Officers are placed into Adjusted Duties, where possible they will remain in their current post and this will depend on their capabilities in relation to that role and the accommodation of any adjustments. If redeployment to another post is necessary, the officer's capabilities and the adjustments that they require will be considered in trying to match them to an alternative role as well as referring to the post matrix to help identify potential posts. Section 5.2.6 below will apply to identify a suitable alternative role.

5.2.5. POLICE OFFICERS SUPPORTING DOCUMENTATION

The [Police \(Amendment\) Regulations 2015](#) set out the changes to be incorporated into The Police Regulations 2003.

[Home Office Circular 010/2015](#) sets out the changes to Police Regulations and provides supporting guidance for Forces in relation to Limited Duties.

[The North Wales Police Federation](#) office is available to provide support and advice in relation to Limited Duties, as are the [HR Team](#). Information about how North Wales Police are implementing Limited Duties can be found on the [HR Limited Duties SharePoint page](#). The full Police Regulations can be viewed [here](#).

5.2.6. RE-DEPLOYMENT UNDER MEDICAL GROUNDS

For Police Officers and Police Staff, if re-deployment into a different role appears necessary and is supported by the FMA, this will be discussed initially at Case Review to confirm that re-deployment is the best option.

For **Police Staff**, following confirmation of re-deployment, HR will manage redeployment through the [Redeployment Scheme](#) within the Police Staff Conditions of Service.

For **Police Officers**, if re-deployment is agreed, the relevant HRTSO will consider suitable posts for the individual within their current service area in consultation with the officer and Police Federation. If a suitable role cannot be found within the current service area, the individual will then be referred back to the Case Review Panel to enable a posting to be agreed.

5.3 SECTION 5.3 - UNSATISFACTORY ATTENDANCE PROCEDURE

5.3.1. INFORMAL ACTION

As described in Section 5.1.4.1 above, part of the discussion with the individual in a welfare review meeting includes a review of their absence record.

Where there is concern about attendance, the HRTSO will review the individual's absence history against the Force Sickness Trigger Level and advise the Line Manager if management intervention is appropriate.

	Trigger Level	Suggested Actions
Initial Action Required	3 occurrences or 9 working days absence in a rolling 12 month period	Welfare Review Meeting – supportive management intervention offered and where appropriate an Attendance Support Plan agreed.

In assessing whether a member of staff's level of attendance is acceptable within the Force Sickness Trigger Levels, we will consider the exclusion of Disability Related absence, Pregnancy Related absence and Gender Reassignment Related absence in accordance with the Equality Act 2010 as well as the exclusion of Injury On Duty Related absence.

An individual's attendance should still be managed by the Line Manager regardless of the reason for the absence, whether it is covered by a FIT note or whether the Line Manager believes it is genuine or not. Individuals should

therefore be aware that the Force can only support any protracted absence to a limited point after which formal action becomes necessary.

Once the Line Manager has reviewed the relevant information any supportive action taken, including setting an Attendance Support Plan, should be documented in writing on the CPD Management Action Log through HR Self Service.

Example templates are available on the HR SharePoint site, within the Managing People folder. For Police Staff, additional guidance is given within the Capability section of Police Staff Conditions of Service.

For further advice on instigating an Attendance Support Plan, please contact the relevant HR Training & Support Officer for the Business Area. Contact details are found on the HR Intranet within About Us.

5.3.2. FORMAL ACTION – UNSATISFACTORY ATTENDANCE PROCEDURES

Where informal action has proved unsuccessful, the Line Manager must advise the individual that they have not made sufficient improvement and the formal unsatisfactory attendance process may commence. This could potentially lead to dismissal.

The below flowchart shows an overview of the process for managing absence, including the formal process for unsatisfactory attendance.



Managing Sickness
Absence In A Page.doc

5.3.2.1 POLICE OFFICERS UNSATISFACTORY PERFORMANCE AND ATTENDANCE PROCEDURES

For Police Officers, the [Police \(Performance\) Regulations 2012](#) set out the formal Unsatisfactory Performance and Attendance Procedures (UPP's) procedure to follow. Unsatisfactory performance and attendance is 'an inability or failure of a police officer to perform the duties of the role or rank he/she is currently undertaking to a satisfactory standard or level'.

5.3.2.2 POLICE STAFF UNSATISFACTORY ATTENDANCE PROCEDURE

The procedure for Police Staff is slightly different and attendance is set out in [Section 2.10.001 Capability](#) within the Police Staff Conditions of Service.

5.4 SECTION 5.4 - ILL HEALTH RETIREMENT

The Police Officer and Police Staff ill health retirement processes are completely different, and are dealt with separately in this procedure, as follows:

Section 5.4.1 – Police Officers Ill Health Retirement

Section 5.4.2 – Police Staff Ill Health Retirement

In both cases, consideration of ill health retirement should be a last resort when reasonable adjustments and redeployments have been fully explored but have not been sufficient for the individual to sustain satisfactory attendance in work.

5.4.1. PROCEDURE – POLICE OFFICERS

Ill health retirement applications will be managed in accordance with Police Pensions Regulations, published guidance of the Home Office, and agreed guidance issued by the Police Negotiating Board.

The flowchart below contains all the key details about the process of IHR for Police Officers. For further detail, refer to PNB Circular 10/4 and the Police Pensions Scheme 2015 – Member’s Guide.



Police Officer IHR
Flowchart.docx

5.4.2. PROCEDURE – POLICE STAFF

In order to qualify for an ill health retirement pension, an employee must be certified by an Independent Registered Medical Practitioner (IRMP) as being permanently incapable of carrying out their own job and have a reduced likelihood of undertaking any gainful employment in the future. In addition, it has to be decided which ‘tier’ of ill health benefit they qualify for (there are three tiers in England and Wales).

Tier One - is unlikely to be capable of undertaking gainful employment before their normal retirement age, or;

Tier Two – is unlikely to be capable of undertaking any gainful employment within 3 years of leaving, but are likely to be capable before their normal pension age, or;

Tier Three – provides a **reviewable** pension for a member who is incapable of undertaking their current job, but is likely to be capable of undertaking gainful employment within 3 years or before their normal pension age, if earlier.

5.4.2.1. REFERRAL FOR CONSIDERATION OF ILL HEALTH RETIREMENT

A recommendation for consideration of ill health retirement may be made at a Case Review meeting, for the Force Medical Adviser (FMA) to advise on:

- The suitability of a person to perform the full range of his/her tasks undertaken in the workplace as part of their role requirement;
- If any adjustments are necessary;
- The type of tasks and hours the individual is able to undertake;
- If the individual is incapacitated from working in any role, given the previous considerations.

The FMA will provide a report in respect of this information. The individual is given a copy and has 28 days to provide any comments to HR. Where an employee is a member of the Local Government Pension Scheme, section 5.4.2.2 below will apply before the case is referred for a recommendation and decision.

HR will then take the report and any comments to Case Review in order to make a recommendation to the Director of Finance and Resources or equivalent NPCC officer.

The Director of Finance and Resources or equivalent NPCC officer will make a decision and the individual has the option to Appeal the decision via the Appeals Procedure in the Grievances and Appeals Policy.

5.4.2.2. ILL HEALTH AND PENSIONS

When an employee is a member of the Local Government Pension Scheme a referral will be made by the FMA to an IRMP for consideration of an ill health pension,

The IRMP will be appointed by the Force and will be required to provide a medical opinion on the individual. It is important that the IRMP and the police staff member know the criteria for ill health retirement.

Further advice in respect of Police Staff Pensions can be obtained from UNISON or the Gwynedd Pensions Department. General queries in relation to an individuals' pay can be addressed to the SSF Payroll & Pensions Manager. The [Local Government Pension Scheme website](#) has some useful advice.

When a decision is made in respect of a person's pension rights, and a member disagrees with a decision made by the employer (or the administering authority), or if no decision is made, the LGPS Internal Dispute Resolution Procedure (IDRP) applies:

Stage 1 – The member refers the matter to a person appointed to determine appeals;

Stage 2 – If the member remains dissatisfied, they may refer the matter to the appropriate administering authority for determination.

Beyond the two-stage IDRP, disputes may be referred to the High Court (on a point of law) or to the Pensions Ombudsman.

5.5 SECTION 5.5 - FAQ'S AND FURTHER INFORMATION

5.5.1. What happens if an individual fails to notify of a sickness absence?

Failure to notify a Line Manager of an absence due to sickness will lead to the non-attendance being considered as 'unauthorised', with occupational sick pay subsequently being withheld.

5.5.2. Should I record an Injury or Assault?

Any injury or assault, whether on or off duty should be recorded through completion of the A879 Report of An Injury Form via HR Self Service. This is particularly important in relation to injury on duty and any sickness absence that follows as a result to ensure that the absence is recorded correctly and when reviewing occupational sick pay the injury on duty is taken into account. An absence will not be recorded as being in relation to an injury on or off duty unless an A879 has been completed.

5.5.3. What happens if an individual reports for work but goes home sick?

When an individual has reported for work but then becomes sick and works just part of their planned hours for that day, the remainder of the working day will be recorded on the relevant system as 'Part Day Absence – Sickness'.

5.5.4. How is sickness absence recorded?

Sickness absence will be recorded in total duty time 'hours lost' within the Optimum system. For the purpose of converting this back into days, total hours sickness will be divided by a standard working day of 8 hours for Police Officers and 7.4 hours (decimal) for Police Staff.

Periods of absence for staff working part time will be recorded in hours and their attendance criteria will be pro rata their contracted weekly hours. The number of occasions of absence remains unchanged for staff working part time or job share.

On the sickness absence record in ResourceLink, absences are counted in days.

5.5.5. What happens if an individual reports sick during a pregnancy?

When a Line Manager is notified of a pregnant individuals' sickness absence, the individual should state if their illness is pregnancy related so that it can be recorded as such. If the individual is unsure, they need to seek clarity as soon as possible from their GP. A pregnancy related illness includes any condition that is linked to an individuals' pregnancy

For recording purposes, pregnancy related sickness refers to the period from an individual disclosing her pregnancy to the Force, up until the date that she gives birth. Following the birth of a baby, any sickness absence after this time is not recorded as pregnancy related. Protection under the Equality Act 2010 in respect of pregnancy/maternity continues to apply until the end of the maternity leave period.

5.5.6. Sickness Absence and Disability

Absence from work due to sickness, which is related to a declared disability, will be recorded as disability related sickness.

5.5.7. Occupational Sick Pay

Police Staff

The entitlements to Occupational Sick Pay are outlined 2.4.001 Sickness Provisions in the [Police Staff Conditions of Service](#) and vary depending on the individual's period of continuous service with the organisation. In exceptional circumstances, a decision may be made at Case Review to extend an individual's period of full or half pay.

Police Officers

The entitlements to Occupational Sick Pay are outlined in the [Police Regulations](#) within Regulation 28. Officers will be advised in writing at the earliest opportunity of the date on which their pay may be affected and will be given the opportunity to submit their views in writing to the Case Review. They will be provided with at least 8 weeks' notice of the Case Review. In exceptional circumstances, the Case Review may make a recommendation to the Chief Constable to extend an individual's period of full or half pay.

Extending Period of Pay

Circumstances in which the Chief Constable will consider extending an individual's period of full or half pay include;

- Where there is evidence that the Police Officer's incapacity is directly attributable to an injury or illness that was sustained or contracted in the execution of his/her duty;
- Where the absence is during a pregnancy and is solely due to the pregnancy;
- The Police Officer is suffering from an illness that may prove to be terminal;
- Should a Police Officer's case be supported by the Selected Medical Practitioner (SMP) for ill health retirement, they will be reinstated onto full pay upon receipt of the SMP report by the Force.

5.5.8. Sickness Absence and Annual Leave

Individuals can take annual leave if they wish to do so whilst absent from work due to illness or injury, particularly if it would support their recovery and return to work. Individuals should liaise with their Line Manager if they wish to arrange leave.

Individuals are not permitted to retrospectively change a period of sickness absence into annual leave or TOIL.

If an individual falls sick during annual leave, they should initially self-certify their absence but must provide a valid FIT note from the 8th consecutive calendar day of absence as per Section 5.1.3 of this Procedure. The individual must contact their Line Manager (by telephone wherever possible) as soon as they become aware that there will be a period of incapacity during a holiday.

Only annual leave, planned TOIL or Rest Days In Lieu lost to sickness absence can be re-taken. Absence from work due to sickness will mean the loss of any rest days falling within the period of sickness.

5.5.9. Court Attendance

If court attendance is required and the individual is absent and unable to attend due to sickness, their GP's written support for their non-attendance must be obtained.

5.5.10. Secondary Employment / Business Interest

There is a personal responsibility on all individuals to make the best efforts to maintain a healthy lifestyle and to follow medical advice designed to expedite a return to work. Where the Chief Constable's approval has been given for secondary employment or to pursue a business interest and the continuance of this activity is not considered conducive to the recovery of the individual, such approval may be suspended for the duration of a period of absence. Each case will be considered on its own merits.

5.5.11. FIT Note

A FIT note is for guidance only. The individual and Line Manager can agree a return to work or return on recuperative, restricted or adjusted duties even if this is different to the details stated on the FIT note. In doing so, both must be sure that there is no detrimental impact to the individual's health and wellbeing and no risk to them or the organisation. This must be risk assessed, documented and provided to HR for the individual's personal file.

5.5.12. Annual Leave During Recuperative or Adjusted Duties

In cases where an individual is working reduced hours on a programme of recuperative or adjusted duties and annual leave is authorised, the individual will be required to take it in accordance with the hours that make up their substantive work pattern rather than the recuperative or restricted work pattern.

5.5.13. Time to Attend OHU Appointments

Individuals in work are granted duty time to attend appointments (which includes travel time) with OHU, OHU medicals, mandatory welfare screening, mandatory referral to a Selected Medical Practitioner, and physio, counselling and Consultant appointments if referred at the request of OHU. Where an individual is on a recuperative programme of reduced hours, all appointments must be attended outside of the agreed recuperative hours.

N.B. Individuals claiming for travel and subsistence in respect of attendance at OHU/WCS appointments must ensure they have 'business cover' on their motor insurance.

5.5.14. Convalescence

Convalescence at the Police Convalescence Home will be counted as duty time as part of a structured recuperation programme commensurate with the hours that make up the individual's substantive work pattern.

5.5.15. Minutes of Meetings / Taped or Digital Recording of Meetings:

Minutes will be taken of all formal meetings and provided to the individual following the meeting. Meetings as part of the formal process can also be taped or digitally recorded if required to assist in ensuring a thorough documentation of the discussion. The following guidelines should be followed if this is the case:

- Seeking the individual's consent at the commencement of the meeting – if no consent is obtained this must be respected.
- Advise that a copy of the recording would be made available to the individual after the meeting.

Minutes or electronic recordings of formal meetings will be stored securely on the individuals' electronic personal file within HR ResourceLink. Recordings will be deleted from any recording device once saved on the individuals' personal file.

5.5.16. Absence and Misconduct

The Force recognises that the great majority of individuals who claim sickness absence genuinely cannot fulfil their duties and responsibilities due to illness or injury. All individuals will be provided with every reasonable support and assistance in such circumstances.

The Force places a great deal of trust on individuals to be open and honest and will view very seriously claims of sickness absence where this is subsequently found not to be the case. This may lead to the Misconduct procedure being invoked.

Police Officers are reminded that the Police Code of Conduct requires that if absent through sickness or injury an officer should avoid activities likely to delay their return to work. The same principle applies to Police Staff.

Employees who are either sick or absent from work for other reasons (e.g. Special Leave) can be the subject of intelligence and information in relation to allegations that their actions, regarding sickness or absenteeism, amounts to a breach of the trust placed by North Wales Police. The Force Counter Corruption Policy outlines the procedure for Executive Authority non-regulated surveillance in cases of absenteeism or medical integrity. The procedure is designed to help challenge any individual who provides misleading, incorrect or inaccurate information about their absenteeism or medical status.

5.5.17. Appeals

Under Limited Duties, there is a right for the Officer to Appeal against the following:

- Being placed on Adjusted Duties
- Being placed on Recuperative Duties
- Pay being reduced according to the Police Regulations

In the above scenarios or in any other circumstances where an individual feels that they have grounds for Appeal against a decision made under this policy they should refer to the Appeal Procedure within the Grievances and Appeals Policy.

5.5.18. Welsh Language Act Requirements

The following elements of the Welsh Language Act 2016 apply to Attendance Management and therefore we need to offer a bilingual service and provide it if required:

- If an individual wishes to receive paper correspondence about any elements in this policy in Welsh then we should provide it in Welsh. Therefore, correspondence about Attendance Management should be provided in Welsh if requested.
- Individuals can also request that any meeting in relation to Attendance Management is held in Welsh. Therefore, we should provide a bilingual version of any Attendance Management paperwork and provide a translation service for any meetings if it is required.

6. DECLARATION & LEGALITIES

- 6.1 In line with all Force policies, the overarching purpose of this document is to directly support the PCC police and crime plan objectives. Overall the intention of this policy is to provide a safer North Wales.
- 6.2 In the writing of this policy cognisance has been taken of the college of policing code of ethics (2014).
- 6.3 North Wales Police policies will be written in accordance with the approved corporate format and published on the Force Intranet, allowing access to staff and public, where appropriate, on the pages of the public facing Internet site under the Force publication scheme and Freedom of Information Act 2000.
- 6.4 The following main legal requirements have been identified within this policy:
- Equality Act 2010
 - Human Rights Act 1998
 - The Welsh Language (Wales) Measure 2011 and the Welsh Language Standards for the Chief Constable
 - Data Protection Act 1998
 - Freedom of Information Act 2000
 - Health and Safety Act 1974
- 6.5 This policy has been written giving due regard to the above legislation and has considered the risk of unfair and/or disproportionate impacts on individuals or groups (actual or perceived) and has done so via an equality impact assessment (EIA).
- 6.6 New legislative requirements or changes in Force structure may necessitate a review of this policy document.
- 6.7 All sickness records will be retained in accordance with the Review, Retention and Disposal (RRD) Schedule published on the force intranet.