



The
University
Of
Sheffield.

Human
Resources.

WITH EFFECT FROM 1 FEBRUARY 2014

THE SICKNESS ABSENCE MANAGEMENT POLICY

PURPOSE OF THE POLICY

The University of Sheffield is committed to promoting the health, safety and wellbeing of all staff. This policy is designed to promote good practice aimed at preventing ill health, the effective management of sickness absence when it occurs and the rehabilitation of staff where reasonable, including taking all reasonable measures to support and retain those with a disability.

The policy complements existing provisions already available to staff via the University's wellbeing strategy, and Professional Services such as Human Resources, Occupational Health.

SCOPE

This procedure applies to all University staff.

HOW THE UNIVERSITY SUPPORTS THE POLICY

The University places a high value on the health of all staff and encourages health promotion and improvement, through Juice Health & Wellbeing, and advice and intervention through the Occupational Health Service. In addition to interventions by the University any member of staff may seek advice or guidance from the Occupational Health Service. There are also significant resources available to staff members in supporting their ability to function effectively within their role, via Staff Development, as well as policies aimed at supporting an individual achieve a work-life balance.

Human Resources may be consulted for advice and information at any stage of the procedure.



KEY PRINCIPLES

1. To monitor levels of sickness/absence and seek to reduce such absence through early intervention and support.
2. To ensure that all reasonable measures are taken to support and retain disabled staff in employment, as part of the University's commitment to equal opportunities for disabled people, as defined in the University Council Statement on Equality of Opportunity and Diversity (www.shef.ac.uk/hr/equality/links/eo_statement).
3. To ensure a fair and reasonable approach to the active management of sickness.
4. To limit the impact on staff and the University's activities when such absence does occur.
5. To support staff through periods of ill health with the aim of securing their early and sustained return to work.
6. To work toward effective coordination between all those involved in the return to work process.
7. To encourage the staff member and manager to consider the extent to which there may be a work-related element affecting or contributing toward absence, so that arrangements for an effective return to work are implemented, and appropriate reporting and safe systems of work are in place.
8. To fully consider and explore possibilities of making reasonable adjustments or redeployment if a staff member is unable to continue in their current role.
9. Terminate a contract of employment where an individual becomes incapable of performing the duties due to ill health only where all other possible solutions have been given due consideration.

DOCUMENT CONTROL

Last updated: 04/16

Date of Next Review: 04/18