



This Policy will be applied in a non-discriminatory way, in line with the London School of Hygiene and Tropical Medicine's Equality, Diversity and Inclusion policies.

- 1.1. The London School of Hygiene and Tropical Medicine (LSHTM) ("the School") is committed to promoting the health, safety and wellbeing of all staff. This policy is designed to promote good practice in 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.
- 1.2. The School will adopt a case-by-case approach when working with employees who are absent from work due to ill-health, and where advised, modify the approach to the specific health circumstances of each individual.

- 2.1. The School aims to secure the regular attendance at work of employees in order to meet contractual obligations. It does however recognise that a level of absence may be necessary on medical grounds. It is the School's policy to offer security of employment during such periods, bearing in mind its obligations under the Equality Act 2010 and the need to ensure the efficient and effective operation of all parts of the School.
- 2.2. This policy is not contractual and may be amended through the normal School procedures. The policy is not intended to remove any existing protections or entitlements to employees under their contract of employment, or collective agreements between the School and trade unions.
- 2.3. In managing sickness absence, the emphasis must be on providing a supportive framework for employees experiencing illness, taking into account the advice of the Occupational Health (OH) service and any other relevant specialist reports.
- 2.4. High attendance rates are essential for the delivery of the work of the school. The management of absence is considered an integral part of

achieving this. A positive approach to the management of absence is required in order to optimise attendance rates and enable the School to achieve its goals.

- “ Be aware of, and understand, this policy.
- “ Follow the absence reporting procedures.
- “ Maintain regular contact with their line manager throughout any absence and to keep them up to date with progress (See section 8 for contact during sickness absence).
- “ Submit appropriate medical certificates in a timely manner.
- “ Participate in return to work interviews after episodes of absence.
- “ Co-operate with requests to attend OH referrals.
- “ Attend all sickness absence meetings.

5.3. Managers have a responsibility to:

- “ Manage attendance within their area of responsibility, reviewing

sickness absence. Where this is the case, these should be followed. If an employee is unclear of what is required, they should seek clarification from their line manager.

8.1.1.4. Employees who report their absence may be required to confirm:

- “ The date they became sick / incapable of working.
- “ The reason for their absence, e.g. back pain, flu symptoms etc. “Sick” or “unwell” are not sufficient explanations for absence from work.
- “ Whether the absence is due to an accident or injury at work or work-related illness.
- “ Whether or not they intend to visit a doctor.
- “ An expected date of return, or information on when they will be able to call again with further information.
- “ Whether any work issues needs to be addressed in their absence.
- “ It is assumed that staff will be in touch with their line manager on a daily basis throughout their period of absence, unless another arrangements are agreed by your line manager. In any event staff are also required to notify their manager of their actual return to work as soon as is reasonably practicable.
- “ It is acknowledged that there may be exceptional circumstances which prevent an employee from meeting the reporting and the submission of medical / fit note requirements, for example, in the case of severe injury / hospitalisation.
- “ If an employee leaves work due to sickness absence before their lunch period (pro-rata for part time staff), their absence is recorded as a full day's absence.
- “ If an employee leaves work during the lunch period due to sickness, their absence will be recorded as a half-day absence.
- “ For Statutory Sick Pay (SSP) purposes, every day of absence from the 8th

be backdated due to late receipt of Fit Notes, without a reason acceptable to the School.

“ Employees who are temporarily abroad and become unwell must follow the same process of reporting and notification and submit equivalent medical certification. Timing of reporting, notification and submission of medical certificate may vary.

8.1.2.1. If the duration of sickness absence lasts 8 calendar days or more, a 'Statement of Fitness for Work' (or 'Fit Note') must be obtained from a doctor.

8.1.2.2. Employees who receive a fit note stating that they "may be fit for work" should inform their manager as soon as possible. When presented with a fit note that contains specific medical advice or recommendations, the manager should discuss this with the employee and seek advice from OH if necessary. This may take place at a return to work discussion, Absence Review Meeting, or other meeting as appropriate.

8.1.2.3. Where there is concern about the reason for, or frequency of the sickness absence, employees may be required to provide a fit note for each absence regardless of duration. In such circumstances, the School will cover any costs incurred in obtaining fit notes for absences of a week or less, on production of a doctor's invoice.

8.1.2.4. Further advice on fit notes and reasonable adjustments is provided in the Sickness Absence Guidance document.

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- “ The specific reason for the absence (i.e. the type of sickness).
 - “ Whether the absence is self-certified or whether a medical / fit note has been provided.
 - “ The end date of the medical / fit note, where relevant.
- 8.1.3.4. LSHTM must maintain accurate records of all sickness absence taken by employees and report this as a requirement under HM Revenue and Customs (HMRC) rules. All information is held and processed in accordance with the School's Policy on Personal Information and the Data Protection Act 1998, and in line with the Access to Medical Reports Act 1988.
- 8.1.3.5. If an employee works part-time and is sick for all of their normal working days that week, the whole week should be recorded as sick leave.
- 8.1.3.6. Weekends, public holidays and closure days are included in a continuous period of sickness absence.
- 8.1.3.7. If an employee is only eligible for Statutory Sick Pay (SSP) and is returning to work on a phased return or part-time basis, the manager should contact HR to discuss any pay implications. Payroll will be able to confirm if an employee is only eligible for SSP.
- 8.1.4.1. Statutory Sick Pay (SSP) is a statutory weekly amount of sick pay, determined by the Government, which becomes payable for absences of at least 4 calendar days in a row, for those who meet the minimum earnings requirement.
- 8.1.4.2. Occupational Sick Pay (OSP) is an enhanced amount of sick pay, decided by the School, which is paid from the first day of an absence, provided notification and medical / fit note requirements are met and that the maximum amount payable has not been exceeded. It will be calculated based on the employee's length of service on the first day of any occasion of sickness absence.
- 8.1.4.3. Employees must fulfil their responsibilities including sickness notification, maintaining contact as well as attending any sickness meetings and OH appointments. The School reserves the right to withhold OSP if an individual does not co-operate with reasonable requests from management, does not comply

8.1.5.9.

9.1. Persistent or frequent short-term sickness absence is refers to wh

10.2. Periods of sickness absence should be discussed with the employee, by the manager, upon their return to work (RTW) via a RTW discussion.

10.3. In circumstances where absences reach or exceed the trigger points, line managers should convene a meeting.

10.4. The purpose of the meeting is to:

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any further OH report(s) and other medical advice will be included with the report.

- 13.4. The letter from the Chair convening the meeting to invite the employee will give a minimum of 5 working days' written notice of the meeting and should make clear that one of the possible outcomes of the meeting could include dismissal with notice. The employee should be provided with a copy of the management report and advised of their right to representation.
- 13.5. The purpose of the meeting is for the Chair to hear all facts presented by the line manager and the employee, including any mitigation. This may include (but is not limited to):
 - “ Reviewing the employee's attendanc

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written statement of their case or any supporting medical documentation, must submit such documentation at least 7 calendar days prior to the hearing.

21.2. Employees, and their companions, should co-operate fully with the operation of this policy including making every effort to attend meetings and do so without causing unreasonable or unnecessary delay.

21.3.1. The Chair of the meeting is one of the members of the School's Senior Leadership Team who will consider all medical and other advice, representations from management, and representations from the employee or their representative. The panel which will also consist of a member of HR who will provide advice on policy and procedural aspects.

21.3.2. In considering dismissal, the panel should seek to explore with the employee the reasons for the absence(s) and any potential reasonable interventions or support which may be needed to remedy the situation. If not explored previously and appropriate, the panel may also consider redeployment into a suitable alternative role in the School.

21.3.3. If the eventual decision is to dismiss, the Chair should satisfy themselves that the School has acted reasonably and that the employee has been given sufficient opportunity and support to return to work.

21.3.4. All remaining options will be considered as part of a final formal meeting. These may include:

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If you require any document in an alternative format, for example, in larger print, please contact Human Resources.