

AMENDMENTS TO
MANAGING ATTENDANCE – POLICY AND PROCEDURE

Amendments made to points 38 and 86 of the Managing Attendance policy requested by Council Joint Consultative Committee on 21 January, 2016.

38. The return to work plan replaces the Fit Note issued by the GP (i.e. the return to work plan takes priority over any previously issued Fit Note) and the case manager has the ability to state that an employee is either:
- a. Fit for work
 - b. Fit for work with adjustments
 - c. Not fit for work but likely to return within three months
 - d. Not fit for work and not likely to return within three months
86. Should a return to work not have been achieved at this point monthly meetings continue as in paragraph 58 above until the six month **trigger** point is reached at which point a further referral to occupational health will be made and be followed by a formal **Stage 3** meeting. The manager will consider all points at paragraph 58 and decide whether a further warning may be appropriate. The employee should be given every opportunity to provide suggestions as to how a return to work can be supported and every effort should be made to achieve this. If despite considering any adjustments possible a return to work at this stage is still not possible a **stage 3 final written warning** will be administered. However, should it become apparent at any point in the process that an individual will never be able to return to work based on medical evidence, the manager may refer to another manager with authority to make the decision to dismiss.