Employee health and well-being policy

Introduction

The University aspires to be an “Employer of Choice” and recognises that success is not simply determined by a competitive suite of terms and conditions of service, but by fostering a working environment that protects the physical and mental well-being of its staff.

This policy document provides a framework within which the University will encourage and facilitate working practices and services that support employee well-being. It aims to draw upon good practice, recognising existing informal arrangements around campus, and to be flexible rather than prescriptive.

It is vital of course that each employee, regardless of their role or status, makes a full contribution to the University, but it is recognised that flexibility and diversity of working practice derives mutual benefits. There is abundant evidence that a flexible approach to working patterns, for example, may have significant organisational benefits, including reduced absenteeism, improved morale and greater productivity.

This policy is applicable to all staff but recognises the diversity of contractual and other working arrangements that exist. The policy is complementary to established policies including:

- Capability
- Disciplinary
- Valuing Ourselves and Others
- Harassment
- Review and Restructuring
- Family Leave
Work-life balance

Work-Life balance is very prominent in the public mind and is closely associated with the prevention of unhealthy work-related stress. By taking steps to improve the working environment through effective, flexible and sensitive management the University will hope to enable individuals to cope successfully with the demands and pressures of work.

It is generally accepted that a flexible approach to working arrangements reaps benefits for both employer and employee. There are many different ways of structuring working patterns including, but not limited to, the following:

- Part-time working;
- Term-time only working;
- Flexible working hours;
- Compressed working hours
- Annualised hours;
- Job sharing;
- Working at or from home.

Annex 1 describes how some of these flexible working arrangements might operate.

Certain employees already have a legal right to request flexible working in recognition of particular circumstances, e.g. caring responsibilities for young children, disabled children and adult dependants; however the University will give due consideration to any reasonable request for flexibility. Managers will be encouraged to be open to such suggestions, but employees must appreciate the constraints that might demand a refusal or modification of the request, such as:

- The burden of additional costs.
- A detrimental effect on ability to meet customer demand.
- The inability to reorganise work amongst existing staff.
- The inability to recruit additional staff.
- A detrimental impact on quality or performance.
- An inability to match the hours requested with sufficient work.
- Planned structural changes.

Requests to work flexibly should be made formally, following a procedure set out in Annex 2.
Promoting health & well-being

The University is committed to creating a workplace that embraces flexibility and gives its staff the best opportunities to manage their time and commitments. It is vital therefore that this message is communicated to staff, to breed confidence that requests for flexibility will be given appropriate consideration. The University must also provide line managers with adequate support and guidance to enable them to respond positively to such requests.

The University will make best use of all internal communication tools to:

1. Promote its commitment to offering a range of flexible working arrangements, and;
2. Provide advice and guidance, to staff and managers, in recognising and addressing work-related stress, and;
3. Provide broad information to allow staff to make informed choices about improving lifestyles and well-being, and;
4. Promoting the related facilities and services available to staff.


The Human Resources Office will work with colleagues in Health and Safety Services and Occupational Health to produce an appropriate diagnostic tool for managers based on the Health and Safety Executive’s “Management Standards or Work-Related Stress”; a useful summary document is accessible at http://www.hse.gov.uk/pubns/indg406.pdf. It is important that line managers, and indeed colleagues, are alert to the signs of stress and intervene at an early stage where possible. It is also vital that staff inform the relevant line manager at an early stage if they are finding their work commitments too demanding, even if the reasons for their difficulties are external to the University. Staff from the Human Resources Office may be consulted if further assistance is required.

The Human Resources Office will work closely with colleagues from the University’s Occupational Health Service providers (West Berkshire OH) and the Counselling Service to provide information for staff in respect of good physical and mental health, and will organise appropriate and accessible health awareness activities.

Staff should be encouraged to attend the various events offered via the Centre for Staff Training & Development; regular events include:

- Managing stress in others.
- Absence management.
- Working under pressure.
- Time management.
- Understanding and preventing harassment.
- Helping others cope with loss.
- Working effectively with your boss and colleagues.
- Flexible-working, health and well-being.
- Drugs awareness.
The University has excellent sporting and recreational facilities and staff should be reminded regularly of the range of activity available to them. The SportsPark management will be consulted with a view to developing a programme to promote its facilities to staff and to encourage regular use.
Managing sickness absence

While the general thrust of this policy is toward creating a healthy working environment, staff will continue to be absent from work on grounds of ill-health to varying degrees and it is vital that the University improves upon its arrangements for recording, monitoring and managing sickness absence.

A number of benefits accrue from a more robust approach to the management of sickness absence, including reduced absenteeism and the earlier identification of problems and trends. This can be particularly significant when sickness absence records and patterns point to serious health concerns.

Annex 3 contains revised procedures for the reporting and management of sickness absence.

Structural changes within the Human Resources Office and the implementation of the “Trent” HR/Payroll system will allow more time for Human Resources Managers to take a more proactive approach to sickness absence management, calling on support and advice from Occupational Health as appropriate.
Services & contacts

The key services relevant to this policy are shown below, with contact details.

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td><strong>Human Resources Office</strong></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Floor, Whiteknights House. Extension 8751</td>
</tr>
<tr>
<td><strong>West Berkshire Occupational Health</strong></td>
<td>21 Craven Road, Reading RG1 5LE. 0118 322 7629</td>
</tr>
<tr>
<td><strong>University Counselling Service</strong></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Floor, The Health Centre, 9 Northcourt Avenue, Reading RG2 7HE. 0118 975 1823</td>
</tr>
<tr>
<td><strong>Health and Safety Services</strong></td>
<td>Room 110, Physics Building. Extension 8888</td>
</tr>
<tr>
<td><strong>Centre for Staff Training and Development</strong></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Floor, Whiteknights House. Extension 7097</td>
</tr>
<tr>
<td><strong>SportsPark</strong></td>
<td>Extension 8799</td>
</tr>
</tbody>
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The University’s recognised trade unions (UCU, UNITE and UNISON) are also useful sources of support and guidance for staff.
Annex 1

Examples of flexible working arrangements

Flexible working hours scheme (grades 1-5)

It is essential for the successful operation of any flexible working hours scheme that appropriate levels of cover are maintained; operation of the scheme is conditional upon this and it is the responsibility of the relevant line manager to ensure compliance.

It should also be noted that the scheme is best-suited to staff who work regular hours and may not be suitable in areas where working hours are dictated by service provision.

1. Core hours are 9.30 a.m. to 12.00 noon and 2.00 p.m. to 4.30 p.m. All staff will normally be in the workplace during these hours.
2. Your working hours will not normally start earlier than 8.00 a.m. or finish any later than 6.00 p.m.
3. At least 30 minutes must be taken for a lunch break between 12.00 noon and 2.00 p.m.
4. It is permissible to carry a balance of up to +/- 7 hours from one calendar month to another. It is not permissible to carry a deficit forward for two consecutive calendar months.
5. Doctors, dentists and other appointments should, as far as possible, be made outside of core hours. Your line manager must authorise absences which, exceptionally, fall within core time.
6. Flexi-time sheets must be completed daily (in hours and minutes, rounded down to the nearest fifteen minutes) and approved weekly by your line manager, who will maintain appropriate records.
7. Any abuse of the scheme or fraudulent entries on the flexi-time sheet will be subject to disciplinary procedures.

Compressed hours

This is where an employee works their total agreed hours over fewer working days. For example, a five-day working week is compressed into four days or the employee works nine days out of ten in a fortnight.

Annualised hours

This is a system that calculates the hours an employee works over the whole year. The annual hours are usually split into ‘set shifts,’ which cover the majority of the year and ‘reserve shifts,’ which the employee can be asked to work at short notice as demand dictates. In practice the system is often used by shift workers.

The typical formula would be:

No of weeks per year, less contractual annual leave, bank/public holidays and closure days, multiplied by the number of working hours per week.
Annex 2

Requesting Flexible Working

The procedure for requesting flexible working will be as follows:

1. A member of staff wishing to request flexible working should submit a written request to the relevant Head of School (or equivalent) outlining the reason for the request. The request should state the proposed effective date, the changes required, the effect these changes may have on the University and how this might be dealt with. A standard form, available from the Human Resources Office, should be completed.

2. Within 28 days of receiving the written request the Head of School will arrange to meet with the member of staff to discuss the request and how best it might be accommodated. The meeting will provide an opportunity to consider alternative working patterns should this be necessary.

3. The member of staff will have the right to be accompanied to the meeting by a work colleague or a trade union representative.

4. The Head of School will advise the member of staff of his/her decision within 14 days of the meeting, providing detailed reasons for any variation to the request or refusal. (Where a member of staff is exercising their legal right to request flexible working, the request can only be refused on specific grounds, as listed on page 2).

5. The decision must be reported to the relevant Human Resources Manager who will advise as to the need for a Staffing Request Form to be completed, and will action any necessary variation of contract.

6. A variation to a work pattern may be made on a permanent or time-limited basis. It may be advisable to include a trial period in any agreement.

7. In circumstances where a member of staff is exercising a legal right to request flexible working, and the application is refused or amended, the member of staff will be informed of their right of appeal. An appeal should be made in writing to the Director of Human Resources, stating the grounds of appeal, within 14 days of being informed of the decision.

8. An appeal meeting will then be arranged to hear the appeal within 14 days of receipt of the appeal letter. The member of staff will have the right to be accompanied to the appeal meeting by a colleague or a trade union representative.

9. The outcome of the appeal will then be communicated to the member of staff within 14 days of the appeal meeting.

10. No further request for flexible working can be made until a period of 12 months has elapsed following the last request.
Annex 3

Sickness Absence Procedure

1 Reporting and recording sickness absence

1.1 This policy establishes a common reporting procedure for all staff employed by the University, both academic and non-academic, part-time and full-time, including those staff employed on fixed-term and casual contracts.

1.2 It is the responsibility of individual line managers to ensure that all of their staff understand and follow the sickness absence reporting procedures.

1.3 It is important to emphasise that this procedure must also be followed where an individual is scheduled to work from home or at other locations, other than University premises, on a certain day, or they are due to attend an external training course or similar commitment.

1.4 Staff on secondment or sabbatical should also inform their line manager of any period of sickness in accordance with this procedure.

1.5 Each school, department or equivalent should have a designated person to whom sickness absence is reported for recording purposes.

2 First day of absence

2.1 Where a member of staff is unable to attend work due to sickness, the member of staff is required to contact his/her line manager on the first day of absence at a time before or as close to their start time for the day, and certainly prior to any formal commitments for the day. This should not normally be any later than one hour after their normal commencement time. Only in cases of acute illness or injury should a relative or friend telephone if the member of staff is not able to do so themselves.

2.2 If a member of staff is in a customer facing role, or they are required to start work early, then local arrangements may require a slightly different process for reporting the first day of sickness absence.

2.3 The member of staff should outline the nature of their illness (if the employee does not wish to reveal the exact nature of the illness he/she must broadly indicate the cause of the absence). They should also state the anticipated length of the absence, contact details (if necessary) and details of any outstanding or urgent work that needs to be dealt with during the absence.

2.4 It is expected that in the majority of cases the report will be made by telephone, however, it is recognised that on occasions this may not be possible. It is not acceptable to leave messages reporting absence with telephonists or anyone at random.
2.5 A USP1 form must then be completed by the line manager or the department’s designated representative and sent to the Human Resources Office to ensure that the absence is recorded on the Human Resources system.

2.6 Where a member of staff becomes ill whilst at work, and feels too unwell to continue working, he/she should inform their line manager and seek permission to leave work and where appropriate seek medical advice. The manager should make a note of this period of absence and record as appropriate.

3 **Contact during sickness absence**

3.1 All members of staff are expected to maintain contact with their line manager during their sickness absence at an appropriate frequency, agreed with their manager, to update the line manager on the expected return to work date. Where the absence is not covered by a medical certificate, the member of staff would be expected to contact their line manager on a daily basis, unless otherwise agreed by the line manager.

3.2 Where the sickness absence is likely to be long-term, the line manager must ensure that they maintain contact with the member of staff during the period of sickness absence to show concern for their well-being and to encourage them to return to work as soon as they are fit (see section 13).

4 **Self-certification - day one to day seven (includes any non-working day)**

4.1 In order to qualify for occupational sick pay, all staff are required to complete the relevant section of the USP1 form (self-certification) for any period of sickness absence from one to seven days in duration. The USP1 form must then be returned to their line manager or the department’s designated representative for submission to the Human Resources Office.

5 **Eighth day of absence (includes any non-working day)**

5.1 For absences exceeding 7 calendar days or more, an employee must obtain a medical certificate, usually issued by their General Practitioner, which should be submitted to their line manager or designated representative. The medical certificate should then be attached to a USP1 form, with the relevant section completed, and then forwarded to the Human Resources Office.

5.2 From this point onwards medical certificates must be submitted in a timely manner to cover any further periods of absence. Sick pay may be withheld in the event of non-compliance.

6 **Non-working day**

6.1 In reporting sickness absence it is important to understand the relevance of the "non-working" day, particularly for those who do not work the standard week (i.e. Monday to Friday). For example, for a part timer who normally works Monday to Wednesday each week, and who rings in sick on the Monday, Tuesday and Wednesday, the 8th day of absence will be the following Monday, i.e. the eighth calendar day, when a
medical certificate will be required. If the employee returns to work on the 8th day and it is her / his first day of fitness, only the normal working days (in this case Monday Tuesday and Wednesday) would be recorded as absences against the sickness record.

7 Unauthorised absence

7.1 Absence that has not been notified according to the above procedures should be treated as unauthorised absence, unless a reason is subsequently given which the manager considers to be acceptable.

7.2 If a member of staff does not report for work and has not informed their immediate line manager or other senior member of staff why they have not attended for work, their line manager should make all reasonable efforts to contact them e.g. by telephone or in writing and should record any action taken.

7.3 Where the manager has been unable to make contact with the employee the manager should contact the relevant Human Resources Manager who will provide advice on the most suitable process to follow. Failure to report sickness absence in accordance with this procedure may result in the loss of sick pay and could invoke the disciplinary process.

8 Informal return to work interview

8.1 Employees should normally be seen by their line manager for an informal return to work interview following each episode of sickness absence, however, this is mandatory where the period of absence has been for 1 week or more. Where the employee is returning from long-term sickness absence, a meeting to discuss the return to work plan should have already taken place (see section 15). In those circumstances there will be no need to hold a return to work interview.

8.2 Informal return-to-work interviews are essential to monitoring absence accurately and to reinforce the message that organisations care about their employees and about sickness absence. Line managers should recognise that the value of these interviews is greatly diminished by a lapse of time.

8.3 Where a member of staff returns to work after sickness absence or unauthorised absence, their manager should arrange an interview with them on their first day back or as soon as possible thereafter.

8.4 The purpose of the return to work interview is:
- To give the manager the opportunity to check that the employee is fit enough to return to work
- To allow the manager the opportunity to express a proper interest in the member of staff’s welfare
- To give the member of staff an opportunity to discuss any concerns he or she may have, and to identify any domestic, welfare or work related problems in an appropriate forum
- To establish the reasons for the absence and complete the necessary sickness certification form
• To raise the option of the member of staff seeing Occupational Health via a management referral or seeing the University’s Counselling Service.
• To make the employee aware of any changes that may have occurred during his/her absence.
• To discuss any return to work programme, as appropriate

9 Sickness during a period of paid holiday or unpaid leave

9.1 Occasionally, a member of staff may become ill whilst they are taking a period of paid holiday or unpaid leave, and wish to have this absence classed as sick leave. (This does not include any periods during which the University is closed i.e. closure days, bank/public holidays.)

9.2 This is possible as long as the member of staff can provide a doctor's certificate confirming that they would not have been fit enough to carry out their usual duties at that time.

9.3 Members of staff who have fallen ill while abroad should also provide a doctor’s certificate on their return to work.

9.4 Post-dated certificates, covering a period prior to the doctor’s appointment will not be accepted.

10 Persistent short-term absences

10.1 These absences will generally be for relatively minor illness or injury e.g. for such common ailments as flu, stomach upset, back pain etc. The absences may be due to a variety of reasons, or due to a persistent medical condition.

10.2 As a guideline the following will normally be regarded as persistent short term absences and will trigger this procedure.

• Three periods of sickness absence in a 3 month period.
• Regular absence on certain days, e.g. Mondays or Fridays, long shift days, known busy days etc.
• An employee may also be considered to have an unacceptable level of persistent short term absence where a combination of odd days, longer periods and patterns of absence cause the line manager concern.

10.3 As a general rule when assessing trigger points for staff with disabilities, supervisors should separate absence as a result of disability from other sickness absence.

11 Formal sickness absence review meeting

1.1 At any point where an employee’s sickness absence record becomes a cause for concern and when the line manager considers that persistent short term absences have occurred, the line manager will arrange a formal sickness absence review
meeting with the employee concerned. In these circumstances there will be no need to hold a return to work interview for the last period of absence.

11.2 The employee should be given at least 5 working day’s notice of the meeting in writing (unless the employee agrees to less). He or she may choose to be accompanied at the meeting by a trade union representative or work colleague.

11.3 The objectives of the sickness absence review meeting are:

- To give the employee and his/her manager the opportunity to review the attendance record of the employee.
- To ensure that the information on the sickness absence record is up-to-date and accurate and that the employee agrees with the facts, i.e. the nature and duration of the illness in each case, the likelihood of the illness returning or some other illness occurring.
- To give the employee the opportunity to discuss the reasons for his/her periods of absence and review any previous efforts to assist the employee and to discuss any further assistance that may be possible to help reduce the level of absence.
- To explain to the employee the difficulties in providing services that are experienced by colleagues and management which arise from the employee’s absence.

11.4 After taking the above information into consideration the Supervisor should:-

- Inform the employee that a clear improvement in attendance is required over a specific period (no longer than three months).
- Establish with the employee a programme to reduce the level of absence. This could involve, for example, a change of duties / environment etc., welfare related action (including availability of counselling services), closer monitoring etc. Progress should be monitored at regular intervals.
- Consider referring the employee to the University’s Occupational Health Service to obtain a medical opinion on the person’s fitness. This should particularly be considered where the employee suggests that an underlying medical problem is, or may be, a contributory factor.
- In cases of suspected abuse of the sickness absence procedure or where there is a concern about the level or type of absence, a member of staff may be required to provide a medical certificate for each absence regardless of duration. The University would in these circumstances cover the costs incurred by the individual in gaining such medical certificates, for absences of less than 7 days.

12 Review process

12.1 During the review period the employee’s attendance should be closely monitored and the line manager should discuss all sickness absences with the employee in line with normal processes.

12.2 At the end of the specified review period the line manager should decide whether or not there has been a clear improvement in the employee’s attendance.
12.3 Where there has been a clear improvement the employee should be advised of this in writing and informed that no further formal review will take place as long as the improvement is maintained.

12.4 Where there has not been a clear improvement in the review period, i.e. the pattern of sickness continues or the required levels of attendance are not met, the Disciplinary or Capability Procedure may be invoked.

13 Long-term absence

13.1 For the purposes of this procedure, long-term sickness absence is defined as being continuous absence of a month or more or cumulative absence which aggregates to a month or more within a ‘rolling’ period of 12 months in respect of a particular medical condition(s).

13.2 In these circumstances the line manager should seek advice from the relevant Human Resources Manager.

13.3 It is likely that the Human Resources Manager will recommend a management referral to the University’s Occupational Health Service for advice on the impact of the illness, a likely date of return and any rehabilitation advice. The member of staff may also be referred to the University’s Counselling Service.

13.4 The line manager should then complete the Occupational Health Management Referral Form and send it to the employee with a covering letter.

13.5 If the employee consents to the referral they must sign the relevant section of the referral form and return it to their line manager, so that it can then be forwarded to the Occupational Health Service. The Occupational Health Service will then contact the employee directly to arrange an appointment.

13.6 Referral to the Occupational Health Service is likely to entail contact with the individual’s GP or consultant, which will require consent under the Access to Medical Reports Act 1988. Where this is necessary the individual will have the procedure explained to them by Occupational Health and will be asked to complete the appropriate consent form.

13.7 It should be noted that in circumstances where an individual refuses to give their consent to the referral to Occupational Health, the University would act solely on the basis of the information available to it.

13.8 The line manager or his/her nominee (who should be a senior member of staff) should maintain regular contact with the employee (at least fortnightly) by the most appropriate means e.g. letter, telephone or home visits. A record must be kept of all contact made and this should be placed on the employee’s personal file.

13.9 It is important to point out that a home visit can only take place by prior agreement with the employee, or other person nominated by him/her, and there is no obligation on the employee to agree to a home visit. If a home visit is unwelcome, the line manager should suggest an alternative location.

13.10 The line manager may be accompanied at a home visit by another member of staff or a representative from Human Resources.
13.11 Once advice has been received from the Occupational Health Service, the line manager must contact the relevant Human Resources Manager to discuss the advice.

14 **Still unfit to return to work**

14.1 Where the advice from the Occupational Health Service confirms that the employee is still unfit to return to work, Occupational Health will arrange to review the employee again at an appropriate time in the future.

14.2 If the employee has been off work for 3 month’s or more, the line manager should arrange to meet the employee to discuss how their recovery is progressing, to discuss any concerns that he or she may have about their absence from work and to review the support that could be provided.

14.3 Further advice should then be sought from Occupational Health as to whether it is likely that the employee will be likely to return to work in the foreseeable future.

15 **Return to work plan/rehabilitation**

15.1 If the medical advice is that the person would be able to return to work on a limited basis or if appropriate adjustments were made to the place of work and/or to the way in which the work is carried out, full consideration will be given to whether this can be reasonably accommodated. The parties to this consideration will be the Head of School concerned, the appropriate Human Resources Manager and the University’s Occupational Health Advisor, in consultation with the member of staff.

15.2 The individual will then be invited to a meeting with his/her line manager to discuss the return to work plan. The employee may choose to be accompanied at the meeting by a work colleague or trade union representative if they so wish.

16 **Redeployment**

16.1 If the advice from Occupational Health is that the employee will no longer be able to undertake the role for which he/she was appointed, consideration will be given as to whether there is any alternative post to which the person may be transferred.

16.2 In these circumstances the member of staff will provide the Human Resources Office with an up-to-date CV and details of their skills and abilities and areas of interest. A Human Resources Manager will then arrange to meet regularly with the individual member of staff to review suitable redeployment opportunities.

16.3 There can be no guarantee of identifying an alternative post into which an employee can be suitably redeployed. For this reason the issue of formal notice to the employee should not be delayed, although efforts to secure an alternative post will continue throughout the redeployment period.

16.4 Where redeployment is being sought, employees will be considered for any redeployment opportunities for a maximum of 12 weeks in order to allow a reasonable period to explore the potential of any possible redeployment. Payment of salary will be made in accordance with the employee’s notice entitlement and any balance between expiry of notice and the end of the 12th week will be unpaid. If a
suitable redeployment opportunity is found during this period, the employee’s notice letter would be withdrawn.

16.5 As a first step the Head of School or equivalent will undertake a careful assessment of redeployment opportunities within the School.

16.6 Where possible, consideration will be given to providing any training which the employee may require in order to meet a person specification.

17 **Suspension on Medical Grounds**

17.1 There may be occasions where it is necessary to suspend an employee from work on full pay on medical grounds where there are concerns about their health and safety at work or the safety of others.

17.2 No suspension from work should take place without the authorisation of the Director of Human Resources.

17.3 Where it is the nature of the work that gives rise to the concerns over safety, the Head of Department or Head of School should look to see if there is any other work that the individual could carry out on a temporary basis.

17.4 Where it is not possible to find alternative employment for the member of staff on a temporary basis, they should be informed of the decision to suspend them on medical grounds on full pay. This decision must be confirmed in writing.

18 **Permanent ill-health/early retirement**

18.1 An early retirement on the grounds of ill-health can only be considered where the employee is a member of the pension scheme.

18.2 Any application for early retirement on the grounds of ill-health is determined under the rules of the relevant pension scheme.

18.3 Where a member of staff is considered by the Occupational Health Service to be permanently unfit to return to his/her current post, and redeployment is not a feasible option, the possibility of an early retirement on the grounds of ill-health will be discussed with the member of staff.

18.4 The HR Manager will then refer the matter to the Pensions Office to ask the pension scheme to investigate whether the person satisfies the criteria for a full or partial ill-health retirement. This is likely to require further medical advice.

18.5 A meeting will then be arranged with the member of staff to confirm the decision. If the decision is that the individual should be retired on the grounds of ill-health, an early retirement date will then be set.

18.5 The Human Resources Manager will then write to the member of staff to confirm the effective date of retirement.
19 **Dismissal on the grounds of medical incapacity (non-academic staff)**

19.1 If the medical evidence confirms that the employee will be unable to return to work in the foreseeable future, or within an acceptable timescale, consideration will be given to the termination of his/her employment.

19.2 In these circumstances a meeting will then be arranged with the individual, their line manager and a representative from Human Resources. The employee will be given the opportunity to be accompanied at the meeting by a trade union representative or work colleague.

19.3 If no new information is forthcoming to challenge this conclusion the employee will be given written notification that if he/she is not able to return to work by a given date then they will be served with notice of the termination of their appointment. The termination date will normally be after entitlement to University sick pay has expired, though may be earlier where appropriate.

19.4 If at the end of the stated period the member of staff has not returned to work there will be a further meeting with the member of staff. If there have been any significant developments it may be necessary to obtain a further medical report before any final action is taken. Where a return to work in the foreseeable future still appears unlikely the appropriate notice would be given to end the member of staff’s employment.

19.5 The employee would also be notified of their right of appeal.

19.6 Where an employee wishes to exercise the right of appeal he/she should write to the appropriate person setting out the grounds of the appeal. This should be done within 10 working days of receipt of the written notification of the outcome of the meeting.

19.7 Where the appointment is terminated the University would be willing to consider a future job application from the member of staff if his/her health has improved sufficiently. Before any offer of employment is made, the University would seek the medical opinion of its Occupational Health Advisor, who will consult with the individual’s G.P/Specialist, as appropriate, to determine the individual’s ‘fitness’ for the post.

20 **Dismissal on the grounds of medical incapacity (academic staff – statute XXXIII)**

20.1 The provisions for removal of a member of academic staff from office for incapacity on medical grounds are set out in Part IV of Statute XXXIII of the University’s statutes. The member of staff has the right of appeal in accordance with clause 25 (e) Part V of Statute XXXIII, against any decisions arising out of the application of Part IV.

21 **Doctor, dentist and hospital appointments**

21.1 Routine appointments, wherever possible, should be arranged outside of normal working hours. If this is not possible, then the member of staff should try to make an appointment at the start or the end of the working day. They would be expected to agree any time out of the workplace with their line manager in advance of the appointment and also agree with their line manager how they will make up the time.
21.2 It is always necessary to apply some discretion when dealing with non-routine health-related appointments. In these circumstances, a line manager can reserve the right to have sight of an appointment card.

22 Third party claims

22.1 An employee who is absent from work because of sickness or injury as a result of an accident for which a third party may be liable, would not be eligible for occupational sick pay if damages may be recovered from the third party.

22.2 In those circumstances, the University may advance to the employee a sum not exceeding the amount of occupational sick pay allowance, subject to the employee undertaking to refund from any damages received, the total amount of the allowance or such part thereof as the University may determine, having regard to the amount of the damages recovered, after consultation with the employee or his/her representative.

23 Accidents, injuries and industrial diseases

23.1 An employee who has an accident, incident or near miss event (that could have resulted in injury or ill-health) that occurs whilst they are at work must report it to their immediate supervisor or Area Health and Safety Co-ordinator.

23.2 This is to ensure that the incident can be investigated to identify any action needed to prevent further injuries and ill-health and to ensure that the incident is recorded in the local Accident Book and reported as necessary.

23.3 Significant near misses, work related ill-health and injuries that result in time away from work or more than just first aid treatment, must be notified to Health and Safety Services using a University Incident Report Form.

23.4 Cases of ill-health that are believed to be caused by an incident or accident within the workplace should also be reported to the Occupational Health Service.