

New Sickness Absence Policy

Dear Colleagues

On 3 April 2023, the HR Directorate will be launching a new Sickness Absence Policy and Procedure. This will replace the Managing Attendance and Wellbeing Policy. You will find the new policy clear, concise, and accessible, with an emphasis on simpler, more methodical processes, which are supportive and inclusive.

The new policy incorporates several changes and improvements to process, but notably a change to the way sickness absence is reported. This will be outlined in the new policy, in section **9.5 Recording Absence**, which I can briefly summarise.

Please note, to ensure consistency when reporting sickness absence going forwards, staff members should ensure that they report their sickness absence directly to their line manager and line managers must ensure that they do the following:

- a) Email hadmin@gre.ac.uk with the dates of absence and their staff member's self-certification form for absence day's 1 to 7.
- b) Obtain an electronic copy of their staff member's Fit Note for absence from the 8th day onwards and forward to HR at hadmin@gre.ac.uk
- c) Delete electronic copies of Fit Notes once HR have confirmed receipt.

From 3 April 2023, Faculty and Directorate administrators will no longer be required to collate and report sickness absence for their department. Staff sickness absence should be collated and reported by the line manager directly to HR hadmin@gre.ac.uk as noted above.

The new Sickness Absence policy and procedure is also accompanied by a new "Sickness or Injury Self Certification Form" and "Sickness Absence Return to Work Meeting Record". The new forms will also be available on the staff portal from 3 April.

Line managers, please also note that further support and training on new procedures will also be provided in due course. In the meantime, please continue to use the current Managing Attendance policy and procedure.

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HR Bulletin 90.4

Date 15.3.23

To: All Staff