

Appendix B – Key Roles and Responsibilities

Individual/Team responsible	Role/Responsibility
Line Manager	<p>Line managers have a central role in the effective management of sickness absence and any impact on work performance and delivery.</p> <p>Managers should provide appropriate support at the earliest opportunity to members of staff experiencing sickness absence. They should proactively access and use the advice and support available to them (webpages, Occupational Health, Employee Assistance Programme, HR, EDIC).</p> <p>Managers should have awareness of the needs of staff with disabilities and are encouraged to attend the training session Disability for Managers - implementing workplace adjustments.</p> <p>Line managers also have a responsibility to seek training on managing sickness where required and be aware of the College's Mental Health and Wellbeing Strategy.</p> <p>Line managers should ensure that their members of staff are aware of any local sickness notification procedures. They should ensure that absences are recorded on the leave system TeamSeer and that a return to work meeting is undertaken.</p> <p>Line managers should discuss with members of staff any unusual and/or set patterns of absence and monitor overall absence levels.</p> <p>Managers, or an agreed contact, should maintain regular contact with the member of staff on sickness absence. Frequency to be agreed with the member of staff.</p> <p>Line Managers should ensure that where a member of staff has a significant long-term illness or a terminal illness which may prevent them from returning to their role, or an alternative role, that the manager makes them aware of the possible option of ill-health retirement in a timely manner.</p> <p>Any information provided to the College about the member of staff's health should be processed lawfully and in accordance with our Data Protection Policy.</p>

	<p>The College recognises that such data is sensitive and line managers should handle it in a confidential manner.</p>
Member of staff	<p>Where a member of staff is unable to attend work due to illness or injury they should notify their manager as outlined in the notification section.</p> <p>They should maintain regular contact with their manager or agreed contact whilst on sickness absence. They should provide up to date medical fit notes within 7 days of a previous one expiring.</p> <p>Members of staff should disclose any work-related, work impacted health issues or disabilities to their line manager at the earliest opportunity and discuss support as required.</p> <p>Members of staff are advised to access the support tools on managing stress and wellbeing on the College webpages. Members of staff may also seek advice from HR, Equality, Diversity and Inclusion Centre (EDIC) or a Trade Union Representative if a member.</p> <p>Members of staff are expected to fully comply with this policy. They should also undertake an Occupational Health assessment if requested by their manager to enable the manager to make decisions with the benefit of medical advice.</p>
Occupational Health	<p>Where there is concern that the member of staff's health is being affected by their work, or where problems are affecting performance or attendance at work, the manager may complete a referral to Occupational Health. The member of staff would be required to attend a formal assessment conducted by Occupational Health who will report on their fitness for work.</p> <p>Occupational Health may advise on workplace adjustments and managing members of staff's return to work after a period of sickness absence. Occupational Health will advise on possible Ill health retirement.</p> <p>Further information and guidance may be found on the Occupational Health webpages.</p>
Equality, Diversity and Inclusion Centre (EDIC)	<p>EDIC provides specific and bespoke information, advice and guidance for disabled staff and/or their managers. They offer support in discussing workplace adjustments, liaising with Access to Work and referrals for specialist assessors. Further details and the form to request support can be found here.</p>

<p>HR Staff Hub</p>	<p>The HR Staff Hub are the first point of contact for sickness absence queries. They will triage to the Assistant HR Partner where appropriate.</p> <p>They will also signpost to other support available e.g., courses run by POD, EDIC for workplace adjustments etc.</p>
<p>Assistant HR Partner</p>	<p>The Assistant HR Partner will provide advice and support to the management referrals to Occupational Health. They will advise on the interpretation and implementation of the policy and good practice.</p> <p>They will provide advice and support to managers at Stage 1, 2 and 3 under the Sickness Absence Procedure (Appendix C).</p>
<p>HR Employee Relations</p>	<p>At the Sickness Review Hearing Stage and at Appeals, an ER representative will provide advice and guidance on policy and procedures in addition to administrative support for arranging the meetings and sending correspondence.</p>