



PRIFYSGOL
BANGOR
UNIVERSITY

Sickness Absence Policy

Rev	Date	Purpose of Issue/Description of Change	Review Date
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3.			
Policy officer	Senior Responsible Officer	Approved By and Date	Equality Impact Assessed and date
Director of HR	Deputy Director of HR (Operations)	HR Task-Group and Campus Union Forum (05.11.18)	EIA undertaken October 2018

Purpose of the Policy

Bangor University is committed to promoting the health, safety and wellbeing of all staff. This policy is designed to promote good practice, and to provide a framework for the effective management of sickness absence. Its objective is to minimise absence levels whilst maintaining a fair, sensitive, timely and consistent approach for handling staff sickness absence.

Bangor University is committed to creating and maintaining a working environment in which the dignity of all employees is respected and to this end managers will ensure that they adopt a reasonable and supportive approach when implementing the requirements of this policy.

Scope

The Sickness Absence Policy applies to all employees of Bangor University. Staff on secondment to the University will be required to observe the reporting / notification requirements of the supporting procedure as agreed locally.

Responsibility

It is the responsibility of the Director of Human Resources, reporting to the Human Resources Task Group and the University Executive to implement, monitor and review this Policy across the University.

Deans of College, Heads of School, Heads of Department, and those with Line Management or Supervisory responsibilities are responsible for the implementation of the Policy.

Core Principles

Whilst it is accepted that employees may, from time to time, be absent from work due to sickness, the management of sickness absence is essential and in the application of this policy the University's core principles are:

1. To ensure a fair and consistent approach to the management of sickness absence across the University without discrimination.
2. To reduce the level of sickness absence through early intervention and support.
3. To limit the impact on staff and the University's activities when such absence does occur.

4. To make allowances for disability-related sickness absence and medical treatment
5. To support staff through periods of ill health with the aim of securing their early and sustained return to work.
6. To minimise the likelihood of sickness absence by identifying causes of absence and recommending, where practical, changes necessary in working practices, the environment, or life-style where appropriate.
7. To work toward effective coordination between all those involved in the return to work process.
8. Where an individual becomes incapable of performing the duties due to ill health, and where all other possible solutions have been duly considered and reasonable alternatives have been proactively explored to follow a fair and transparent process to end their employment with the right of appeal.
9. To meet the relevant legislative requirements.

Supporting Documents

- Sickness Absence Procedures and accompanying appendices

Relevant Legislation (Including, but not limited to)

- Equality Act 2010
- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011(SI 2011/1064)
- Welsh Language Act (1993) and the Welsh Language Measure (Wales) 2011.
- Data Protection Act 1998 and the GDPR Legislation (2018)
- Access to Medical Reports Act 1998

Bangor University Related Policies and Procedures (including but not limited to)

- Bangor University Strategic Plan
- Strategic Equality Plan
- Dignity at Work and Study Policy
- Relevant Discipline and Grievance procedure
- Redeployment Policy
- Alcohol and Substance Misuse Policy

- Capability and Supporting Performance Policy