

East Lothian Council

FOI Ref: 2018/531767

How many staff have been taken through absence management procedures in each of the last three years?

2016	567
2017	555
2018	435

What are the top three reasons for absence which have triggered absence management procedures in the last three years?

Reason	2015/16	2016/17	2017/18
Stress/Anxiety/Depression	1	1	1
Post Operative Recover	2	2	2
Backache/Sciatica		3	3
Cancer Treatment	3		

How many staff have left employment on grounds of capability in each of the last three years?

2016	21
2017	9
2018	10

How many staff have been granted retiral on grounds of ill health in the last three years .

2016	10
2017	15
2018	15

What changes (if any) have been made to absence management procedures in the last three years eg Changes in sick leave period before procedures are triggered, changes to thresholds before differing outcomes are considered etc ?

Managing Attendance reviewed and revised with effect from 1 January 2017 with the following changes:

- Removed use of disciplinary policy and follow same process for all, regardless of whether an employee has an underlying health condition;
- Introduced informal stage rather than automatic Stage 1 monitoring first time employee hits trigger. Hold support meeting with the employee (once only)
- Introduced "dual" trigger in rolling 12 month period: 3 absences in 12 months OR 10 cumulative days over 2 absences
- Lengthened Stage 1 and 2 monitoring periods from 6 to 12 months but only move to next stage if either there are 2 absences or a single absence of 8 days or more.
- Introduced paid phased returns for employees still in receipt of full sick pay.