

Managing Attendance at Work All Wales Policy

Policy Number:	768	Supersedes:	138	Classification	Employment
LOCSSIP reference:		NATSSIPS Standards	List standard (NATSSIPS Standards)		
Version No	Date of EqIA:	Approved by:	Date of Approval:	Date made Active:	Review Date:
V1		W&OD Committee	5.11.2018	22.11.2018	5.11.2021
		PODCC	19/08/2021	23/08/2021	31/03/2022

Brief Summary of Document:	Outline what the document is for and what it covers. Be concise. Summary of Introduction.
Scope:	This policy and its how to Procedures apply to all employees in NHS Wales organisations
To be read in conjunction with:	511 – Carers Policy
Patient information:	

Owning Committee	Workforce & OD Committee
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HYWEL DDA UNIVERSITY HEALTH BOARD

Executive Director:	Lisa Gostling	Job Title	Director of W&OD
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Reviews and updates		
Version no:	Summary of Amendments:	Date Approved:
1	New All Wales Policy	5.11.2018
	Reuploaded with reference to the 511 Carers Policy in the to be read in conjunction with section 18.2.2021	

Managing Attendance at Work AW Policy

Please check that this is the most up to date version of this written control document

Paper copies of this document should be kept to a minimum and checks made with the electronic version to ensure that the printed version is the most recent

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1. Scope

This policy and its how to Procedures apply to all employees in NHS Wales organisations.

2. Aim

The aims of the policy are to:

- ensure that employees are treated according to their circumstances and needs
- outline the requirements of employees in respect of consistent and effective attendance at work to ensure continuity of service provision
- clearly set out the responsibilities of the employees and managers
- ensure fair treatment of employees with a disability and ensure that obligations in respect of the Equality Act 2010 are met
- adhere to Agenda for Change and Medical and Dental terms of service in the provision of managing attendance at work
- acknowledge an employee's right to sickness absence and pay, within the scope of the policy, when they are unable to work due to illness or injury
- to ensure managers support employees when they are

3. Objectives

The objectives of the policy are to:

- support the health and wellbeing of employees in the workplace
- support employees to return to work following a period of sickness absence safely and as quickly as possible
- support employees to sustain their attendance at work.

4. NHS Wales Managing Attendance At Work Policy

All Wales NHS Wales Managing Attendance at Work Policy

<https://hduhb.nhs.wales/control-documentation/policies-appendices/all-wales-nhs-wales-managing-attendance-at-work-policy-pdf-2305kb/>

5. Responsibilities

Chief Executive

The Chief Executive holds overall responsibility for the effective management of organisational policies

Director of Workforce & Organisational Development

The Director of Workforce & OD has responsibility for ensuring that all employment policies are developed in line with employment legislation and practice and are reviewed and updated as appropriate.

Managers

Managers are responsible for ensuring they are aware of all employment policies and that they bring them to the attention of their staff.