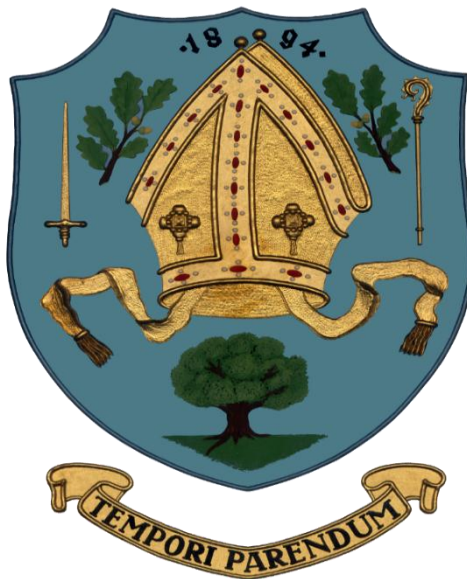


BISHOP AUCKLAND TOWN COUNCIL



Absence Management Policy

Effective from:	28 th May 2026
Last reviewed:	May 2026
Next review:	
Version Control:	V1
Previous revision dates:	
Review Panel	Full Council

In accordance with the Freedom of Information Act 2000, this document is available on the Council's Website www.bishopauckland-tc.gov.uk and copies of this document will be available for inspection on deposit in the Town Council Office, 54 Kingsway, Bishop Auckland, DL15 7JF.

Costs are as per the publication scheme.

Contents

Contents.....	2
Introduction.....	4
Core Principles	4
Management Responsibilities.....	4
Employee Responsibilities	5
Absence Notification	6
Self-Certification.....	6
Fit Notes	6
Phased Return	7
Amended Duties	7
Workplace Adaptions	8
Altered Hours	8
Managing Attendance	9
Trigger Points	9
Attendance Management Interviews	9
Approaches to Managing Attendance	9
• Short term absence.....	9
• Long term absence.....	10
Short Term Absence	10
First Stage AMI	10
Subsequent Stage AMI	10
First Short Term Attendance Management Interview	11
The First Short Term Attendance Management Hearing	11
Subsequent Short Term Attendance Management Hearings	12
The Subsequent Hearing	12
Long Term Absence	13
First Stage AMI	13
Subsequent Stage AMI	14
Final Stage AMI	15
Redeployment.....	15
Long Term Attendance Management Hearing	15
At the Hearing	16
Absence Due to Maternity or Disability.....	17
Annual Leave during to Sick Absence	17

Sick Pay	18
Sick Pay during normal Return to Work	18
Sick Pay during phased Return to Work	18
Ill Heath Retirement	18
Appendix 1	20
Appendix 2	20

Introduction

We are committed to improving the health, wellbeing and attendance of all employees and value the contribution our employees make to our success, therefore, when any employee is unable to be at work for any reason, we miss that contribution. This absence policy explains what we expect from managers and employees when handling absence and how we will work to reduce levels of absence

Core Principles

The following principles apply to the council's policy and procedure for dealing with attendance management:

- Sickness absence will be dealt with in a way that is non-discriminatory and in accordance with the Equality Act 2010;
- Regular attendance is an implied term of every employee's contract of employment – we ask each employee to take responsibility for achieving and maintaining good attendance;
- Good attendance is valued and all opportunities should be taken to acknowledge and recognise such attendance e.g. through performance appraisals, 1-2-1's;
- Attendance will be managed consistently and the policy will be fairly applied across the council. The policy provides a framework to help the council manage attendance in a consistent way, whilst adopting a sensible and supportive approach;
- Confidentiality will be respected at all times. This policy will be implemented in line with all data protection legislation and the Access to Medical Records Act 1988;
- Open communication between managers and employees will be encouraged and promoted;
- We will support employees who are absent from work. This support includes:
 - A flexible approach to taking annual leave;
 - Access to counsellors where necessary;
 - Seeking advice from an Occupational Health Practitioner, where appropriate, to advise the employee and manager on the best way to remove or mitigate the effects of ill health on regularity and/or effectiveness of service;
 - Rehabilitation programmes in cases of long-term absence.

Management Responsibilities

Managers are responsible for managing attendance and are expected to:

- Regularly monitor sickness absence so that appropriate action in regard to management of absences can be undertaken promptly, in line with the policy and procedure;
- Ensure that employees are familiar with the Sickness Absence Policy and are aware of and understand their responsibilities in relation to sickness absence;
- Record details and dates of sickness absence, and complete return to work interviews and attendance management interviews on the appropriate paperwork;
- Maintain regular contact with absent employees, (frequency of contact to be agreed);
- Undertake a return to work interview after **every** period of sickness absence, and attendance management interviews where necessary;
- Identify and offer support where appropriate to facilitate an employee's attendance;
- Ensure employees understand the importance of good attendance and the impact of sickness absence;
- Have regard for and ensure compliance with Health and Safety at Work;
- Take appropriate action in cases of work-related stress;
- Facilitate early interventions to support a return to work or ongoing attendance at work;
- Utilise specialist support services where appropriate e.g. Occupational Health Service (OHS);
- Ensure the fair application of this policy.

Employee Responsibilities

Employees have a duty under their terms and conditions of employment to attend work. Failure to comply with the Sickness Absence Policy could result in the withholding of pay and potential disciplinary action.

When employees are unable to attend work because of ill health, they must ensure they adhere to their responsibilities, which specifically include:

- Notifying their manager, or an agreed alternative contact, of sickness absence by telephone (not email or text) before their usual start time/prior to the start of their shift;
- Notifying their manager if they become sick during the working day. If this results in the employee having to leave the workplace they must speak to their manager prior to doing so;
- Maintaining frequent contact with their manager during their sickness absence (frequency of contact to be agreed) and participating in return to work and attendance management interviews;
- Attending appointments with the OHS when required;
- Complying with their responsibilities in relation to health and safety at work;
- Ensuring that they seek and receive medical advice and treatment in order to maintain attendance/facilitate a return to work;
- Advising their manager of the potential effect any medication they are using may have on their capability in the workplace;

- Not undertaking any activities outside of work which may be incompatible with their illness or that may delay their recovery;
- Providing a General Practitioner (GP) 'fit note' for absences where required to do so;
- Informing managers if they consider workplace practices are causing or exacerbating their sickness levels;
- Notifying their manager if they consider they are affected by a disability or any medical condition, which affects their ability to undertake their work.

Absence Notification

All employees who are absent must notify their manager, by telephone (not email or text) as soon as possible prior to their scheduled start time. The employee should explain the nature of their illness, the likely duration of their absence and highlight any work that requires urgent attention.

If their manager is not available, the employee should contact the next senior level of management, or an agreed contact.

In exceptional circumstances where an employee is genuinely unable to telephone personally, for example hospitalisation, they should arrange for someone to contact their manager on their behalf as soon as possible.

Self-Certification

An employee can self-certify a sickness absence of seven calendar days or less. The Return-to-Work Declaration form serves as the self-certification document, and this must be completed with the employee's manager during their return to work interview.

Fit Notes

Employees who are absent for more than seven consecutive calendar days (regardless of whether or not these are working days), must provide a copy of the 'fit note' issued by their GP to certify the absence as soon as possible. On the fit note, the GP will advise if a patient is either 'not fit for work' or 'may be fit for work taking account of the following advice'.

- 'Not fit for work' means that the GP's assessment of the employee is that they have a health condition that prevents them from working for the stated period of time and the employee should refrain from work;
- 'May be fit for work taking into account of the following advice' means the GP's assessment of the employee is that their condition does not necessarily stop them from returning to work. This confirms that the employee's health

condition may allow them to work with suitable support if available. The GP will then indicate on the form which kind of support the employee may benefit from (e.g. amended duties, workplace adaptations, a phased return to work or altered hours), and the period of time for which this will be the case.

On receipt of a fit note indicating that an employee may be fit for work taking into account certain support, managers need to consider whether the suggested adjustments are feasible and whether they can be accommodated. In determining what action can be taken, managers will need to consider whether a revised workplace risk assessment is required and to keep it under review. It may be helpful to discuss this process with the employee and their trade union representative. Until a decision has been reached, the employee will remain not fit for work for the duration specified on the fit note.

The council is keen to support employees in a return to work and will consider all recommendations carefully before a decision is reached, taking full account of any considerations under the Equality Act 2010 where appropriate.

If the council is unable to facilitate a change or adjustment, the employee will remain on sick leave for the period certified on the GP fit note.

Phased Return

A GP or the OHS may recommend or support a phased return where they believe that the employee may benefit from returning to work initially to shorter hours or reduced duties, to be gradually increased over a specified time until they resume their substantive role.

A phased return should be implemented for no longer than a four week period unless there are exceptional circumstances.

Examples of a phased return:

- An employee following an operation could return to work on reduced hours, gradually increasing to their normal hours over an agreed period of time;
- An employee with a back or shoulder problem, whose job involves manual handling, gradually increases the quantity or intensity of their work. This could help them return to work earlier whilst rebuilding their capacity for manual work.

Amended Duties

A GP may recommend this where they believe the employee may be able to return to work if their duties are amended to take into account their condition.

Examples of amended duties:

- Removing heavy lifting from the job of someone who has a back injury could help them return to work whilst recovering from their injury;
- Reducing or removing a more pressured part of a job role, in the short term, (such as dealing with complaints), could help someone who is absent with stress return to work.

Workplace Adaptions

A GP may recommend this where they believe the employee may be able to return to work if their workplace is adapted to take into account their condition.

Examples of workplace adaptations:

- A ground floor workstation for an individual whose condition causes problems with them going up and down stairs;
- Arranging for a parking space near the entrance to the workplace could help someone, who has temporary reduced mobility post-surgery, return to work.

Altered Hours

A GP may recommend this where they believe that an employee will benefit from a change to the hours that they work, in order for them to return to work. This does not necessarily mean working fewer hours.

Examples of altered hours:

- Providing the option to start and/or leave earlier or later may support someone who is unable to drive and struggles with rush hour public transport to continue working;
- Allowing greater flexibility in hours could support someone who is still receiving treatment to return to work and attend treatment sessions during working hours.

A return to work (RTW) interview will be held after every sickness absence, irrespective of the length of absence. Ideally, this will take place on the first day the employee returns to work, but if that is not possible it should be held no later than three days after the return.

As part of the return-to-work discussion managers will discuss absences with the employee and establish the reason for, and cause of absence, anything the council can do to help and confirm that the employee is fit to return to work.

Managing Attendance

Trigger Points

Where an employee's level of absence is of concern it is essential that it is managed appropriately and in line with this policy. The manager will convene an attendance management interview when any of the following trigger points are reached:

- Two incidences of absence in 3 months;
- Ten working days in a rolling year (pro-rata for part-time employees working less than 5 days per week);
- Where the pattern or nature of absence is giving rise for concern.

All employees are expected to meet standard targets to achieve and maintain attendance consistently below the council's trigger points.

Attendance Management Interviews

Employees must be given five working days' notice when being invited to attend an Attendance Management Interview (AMI), unless they agree to a shorter notice period. This applies to AMIs held for short and long-term absence.

Meetings with employees should usually be held at the employee's normal place of work or, to reduce the travelling requirements on the employee, at a suitable council office/establishment close to the employee's home. If the employee's medical condition is such that they are unable to travel to attend meetings consideration should be given to holding a meeting in the employee's home. Home visits must be arranged with the agreement of the employee.

The employee is entitled to be accompanied at an Attendance Management Interview by a trade union representative or work colleague. If the interview is held in the employee's home, a member of the family or a friend could be present for support.

Details of discussion must be recorded on the Attendance Management Interview (AMI) Form. The employee will be required to sign the form as a record of the interview (this should be completed within three days of the interview).

Approaches to Managing Attendance

There are two approaches to managing attendance:

- **Short term absence** – where absences are intermittent with no principal underlying or on-going medical cause;

- **Long term absence** – where the absence has exceeded four continuous working weeks or where there is a principal underlying medical cause to intermittent short-term absence;

Managers may identify that an employee's sickness absence involves both periods of long term and short term absence and in such cases, action can be taken with regard to both types of absence during the AMI.

Short Term Absence

First Stage AMI

Where trigger points have been hit, the manager must write to the employee requiring them to attend a first stage AMI.

The purpose of the meeting is to discuss issues in relation to the absence, consider support to improve attendance and to set an attendance target. The target set will usually be to achieve and maintain a much improved level of attendance consistently below council trigger points. Individual targets can be set, where appropriate. It should also be made clear to the employee that their sickness absence will be closely monitored.

Where it is identified that there may be an underlying medical condition contributing to the absence, a referral should be made to the OHS who will provide appropriate advice to the manager. In cases where the OHS confirm there is an underlying medical condition further advice on adjustments will be provided.

Absences directly related to a disability should be identified separately to other absences. Disability related absences should not be considered for the purposes of target setting but the AMI process should be followed. Disability related absences will be dealt with under the long-term absence procedure.

If the employee's attendance does not improve to the required target set, the employee should be invited to a subsequent stage AMI.

If the target is achieved, but further absence occurs the AMI can be arranged at the subsequent stage

Subsequent Stage AMI

The manager must discuss options to support the employee, discuss the reason and impact of the absences and set a further attendance target. At this stage, it should be made clear to the employee the potential implications of continued absence(s) on their employment. The employee will be informed that should they fail to meet this attendance target a first short-term attendance management hearing will be

convened at which a sanction up to and including a final written warning may be issued.

If at this stage it is identified that there may be an underlying medical condition contributing to the absence, a referral should be made to the OHS who will provide appropriate advice to the manager.

If the target is achieved, but further absence occurs, the AMI can be arranged at the subsequent stage.

If the employee's attendance does not improve to the required target set, the employee will be invited to a first short-term attendance management hearing.

First Short Term Attendance Management Interview

A report providing details of the employee's absences and trigger points will be produced by the manager. As a minimum, the report should cover the following:

- A brief introduction to the circumstances of the case;
- Relevant background information on the employee, including job description;
- A chronology of sickness absence, including details of the first stage interview, targets set and review periods;
- The report should contain current advice from the OHS in cases where an underlying medical condition has been confirmed;
- Details of the issues/concerns and the support programme that has been in place;
- A summary of the findings;
- All documentary evidence should be attached as appendices i.e. action plans, minutes of meetings;
- Managing attendance is a stand-alone process, live warnings for conduct or capability must not be included in the report.

A letter inviting the employee to the hearing must be sent to the employee and copies of the report and supporting paperwork must be issued to all relevant parties. The employee will be given at least seven working days' notice of the hearing to allow sufficient time to arrange representation

The First Short Term Attendance Management Hearing

The hearing officer must be a senior manager who has not been previously involved in the attendance management process with the employee in question.

The manager dealing with the sickness absence is required to attend the hearing to present the details of their report. The employee is invited to attend the hearing to have the opportunity to provide a response to the content of the report and has the

right to be accompanied at the hearing by a trade union representative, an official employed by the trade union, or a work colleague.

The hearing officer will hear evidence from both parties and make a decision regarding the outcome. The range of outcomes at a first short-term attendance management hearing are as follows:

- No further action;
- Informal action – the matter will be referred back to the manager for further consideration. This may include issuing a letter of management advice;
- Written warning (remains live for 12 months);
- Final written warning (remains live for 18 months)

In addition, further attendance targets will be set at the hearing.

The decision will be given to the employee at the hearing, or as soon as possible after the hearing if the employee was not in attendance. The hearing officer will then confirm the decision in writing within 2 working days of the hearing taking place.

If the attendance does not improve to the required target set at the hearing, the employee will be invited to a subsequent short-term attendance management hearing.

Subsequent Short Term Attendance Management Hearings

The manager will prepare a report using the report presented at the first short term attendance management hearing updated with the following headings:

- Sanction received at the first short-term attendance management hearing;
- The employees failure to achieve or maintain the necessary attendance target set at the first hearing and reasons for absence;
- All documentary evidence should be attached as appendices i.e. action plans, minutes of meetings.

The Subsequent Hearing

The process for the subsequent hearing will be the same as that followed for the first short term attendance management hearing as outlined in 4.3.1.

The hearing officer will hear evidence from both parties and make a decision regarding the outcome. The range of outcomes at a subsequent short-term attendance management hearing are as follows:

- Informal action – the matter will be referred back to the manager for further consideration. This may include issuing a letter of management advice;
- Written warning (remains live for 12 months);
- Final written warning (remains live for 18 months)
- Dismissal

Where the employee is issued with a warning, further attendance targets will also be set. If the attendance does not improve to the required target set at the hearing, the employee will be invited to a further subsequent short-term attendance management hearing.

If the decision is made that the employee should be dismissed, the employee will be entitled to contractual or statutory notice (whichever is the longer) at the equivalent of full pay. The employee also has a right to appeal.

The decision will be given to the employee at the hearing, or as soon as possible after the hearing if the employee was not in attendance. The hearing officer will then confirm the decision in writing within 2 working days of the hearing taking place.

Long Term Absence

First Stage AMI

Where the employee has been absent due to ill health for two consecutive weeks and there is indication from the employee, through a fit note, that the absence is likely to last four consecutive weeks or more, the manager must convene a first stage AMI.

The meeting should cover the following:

- Reason(s) for absence;
- Obtain an update on the employee's current state of health and a return to work timetable, if possible;
- Discussion of any medical advice obtained;
- A referral to the Occupational Health Service (OHS) for further advice, if necessary;
- Relevant support/reasonable adjustments discussed and shared if applicable;
- Agree the frequency of contact with the employee between the formal scheduled AMIs.

If the absence continues, a subsequent stage interview should be convened 4 – 6 weeks after the first stage interview.

Subsequent Stage AMI

A subsequent stage AMI should be convened 4 - 6 weeks after the first stage AMI to consider the current position and OHS advice received.

The subsequent stage interview will be used to consider the continuing absence or any ongoing issues following a return to work, provide an update on the employee's current state of health and to consider advice from the GP fit note, the OHS and/or any other appropriate sources. The manager and employee will discuss ways in which the council can support attendance/discuss a return to work, including reasonable adjustments such as a period of rehabilitation.

The potential implications of their continued absence should also be discussed and further subsequent stage interviews should be scheduled every 4 - 6 weeks thereafter if the absence continues.

Before the employee reaches 6 months of long-term absence, or short-term absence with a principal underlying medical condition within the rolling year, the manager must consider whether the absence can be sustained. At that point, the employee will be advised that any further assessment of their position will be made via a final stage AMI. The manager must re-refer the employee to the OHS and have received their report prior to the final stage AMI.

If the employee indicates that they are able to return to work, the manager must discuss any adjustments that can be accommodated, taking into account advice from the GP and the OHS. It is important to remember that whilst the OHS and/or other agencies can make recommendations regarding reasonable adjustments, the manager must decide whether an adjustment is reasonable, given operational feasibility.

Final Stage AMI

On receipt of the pre-final occupational health report, the final AMI should be arranged. The OHS report will give advice on the likelihood of the employee returning to work, the timescales anticipated, and further advice on adjustments that may be considered.

The purpose of the final stage interview is to discuss the employee's current state of health and determine whether their level of absence is sustainable.

The meeting should be used to discuss:

- The employee's current state of health;
- Advice from the fit note and other appropriate sources;
- The content of the pre-final OHS report;
- Potential reasonable adjustments to support the employee returning to work and/or sustain attendance;
- The option of registering for redeployment, if appropriate;
- Additional support available, where appropriate, including counselling, physiotherapy or training opportunities;
- The potential implications of their continued absence should also be discussed.

The manager must assess whether operationally they can accept the employee being absent for a lengthy period and take into account the operational impact caused by the continued absence of the employee. If the manager concludes that it is not operationally feasible for the absence to continue then the matter will be referred to a long-term attendance management hearing.

The date of the last OHS report must not exceed 3 months at the date of the hearing.

Redeployment

Redeployment gives employees the opportunity to be considered for suitable vacancies before they are formally advertised. Redeployment can be discussed throughout the attendance management process however should always be considered before referral to an attendance management hearing, in cases of long term sickness absence, and exceptionally in cases of short term absence (where there is a principal underlying medical condition), which may be considered under the Equality Act 2010.

Long Term Attendance Management Hearing

The manager must complete a report providing details of the employee's absence and the process followed during the employee's absence. As a minimum, the report should cover the following:

- A brief introduction to the circumstances of the case including relevant background information on the employee, including job description;
- A chronology of sickness absence;
- Details of all sickness absence interviews;
- Occupational Health Service (OHS) involvement;
- Redeployment and the support programme that has been in place;
- Operational difficulties;
- A summary of the findings.

All documentary evidence should be attached as appendices i.e. attendance management interviews, OHS reports, action plans, minutes of meetings.

The hearing invitation letter will be sent to the employee and copies of the report and supporting paperwork will be issued to all relevant parties. The employee will be given at least seven working days' notice of the hearing to allow sufficient time to arrange representation.

At the Hearing

The manager dealing with the sickness absence is required to attend the hearing to present the details of their report. The employee is invited to attend the hearing to have the opportunity to provide a response to the content of the report and has the right to be accompanied at the hearing by a trade union representative, an official employed by the trade union, or a work colleague.

The hearing officer will hear evidence from both parties and make a decision regarding the employee's continued employment.

Where a return to work is not possible and the employee is dismissed, they will be entitled to contractual or statutory notice (whichever is the longer) at the equivalent of full pay. If they remain unfit for work, they must provide a fit note to cover the duration of their notice period. The employee also has a right to appeal.

Where the employee is not dismissed, the hearing may be deferred and reconvened at a future date or referred back to the manager to follow the attendance management process at the final stage.

The decision will be given to the employee at the hearing, or as soon as possible after the hearing if the employee was not in attendance. The hearing officer will then confirm the decision in writing within 2 working days of the hearing taking place.

Absence Due to Maternity or Disability.

Absences directly related to a disability should be identified separately to other absences for recording purposes, however the AMI process still needs to be conducted, and AMIs held. Disability related absences should not be included for the purposes of target setting, and will be managed through the long-term attendance management process.

Absences directly related to a women's pregnancy should be identified separately to other absences for recording purposes. However, AMIs should still be held and the absence should continue to be monitored. Pregnancy related absences should not be included for the purposes of target setting.

Annual Leave during to Sick Absence

If an employee, wishes to take annual leave during a period of sick leave they must make a request to their manager providing appropriate notice that they wish to take a holiday during a period of sickness. The period of annual leave taken will then be deducted from the employee's annual leave entitlement, as they would be unavailable during the period of leave to attend any work meetings, or meetings in relation to their sickness absence.

The employee's request must be supported by medical evidence from the GP stating that the holiday would not be detrimental to their recovery.

Where an employee falls sick during a period of pre-booked annual leave or on a bank holiday that they were not due to work, they are entitled to claim the leave and/or bank holiday back and take it at another time.

In order to do this, the employee must follow the normal sickness absence reporting procedures and provide a valid fit note covering the period. A fit note will be required, even where the absence is for less than seven days, and the employee will be liable for any charge for providing this.

Sick Pay

Sick Pay during normal Return to Work

Sickness payments are paid in accordance with the relevant National Conditions of Service for Local Government Employees as detailed in Appendix

Sickness payments are calculated by aggregating the periods of sickness absence during the previous twelve-month period.

If an employee carries out activities inconsistent with their stated reasons for sickness absence, engages in something that worsens their illness or prolongs their absence, the council reserves the right to stop statutory sick pay (SSP) and/or occupational sick pay (OSP). This may also lead to disciplinary action.

Employees who have exhausted their entitlement to statutory sick pay (SSP) may be eligible for state benefit. A form SSP1 is required by the employee in order to claim sickness benefit.

Sick Pay during phased Return to Work

During a period of reduced hours, an employee's pay will reflect either the hours worked during the phased return or that which would have been due through sick pay, whichever is the greater.

If the employee is in a period of reduced pay, they can elect to use some of their annual leave entitlement to supplement the hours they are not working, making up their salary so they receive their normal pay during the phased return.

Ill Health Retirement

Employees who have had their contract terminated due to ill health, and who contribute to the Local Government Pension Scheme (LGPS), may qualify for early release of pension benefits on the grounds of permanent ill health. In order to access this, the employee must be certified by the Independent Registered Medical Practitioner (IRMP) as being permanently incapable of discharging the duties of their post and being incapable of undertaking any gainful employment. This decision must then be approved by the council.

Taking into account the opinion of the IRMP, the employer certifies release of the ill health pension following the expiry of notice of termination. Employees cannot be referred to the IRMP until they have been issued notice to terminate their

employment contract. There are three tiers of benefit based on how likely the employee is to be capable of undertaking gainful employment following termination of employment. The three tiers are:

- **Tier One:** If the employee has no reasonable prospect of being capable of undertaking gainful employment before Normal Pension Age, ill health benefits are based on the pension the employee would have accrued if they had remained an LGPS member until Normal Pension Age.
- **Tier Two:** If the employee is unlikely to be capable of undertaking gainful employment within 3 years of leaving, but may be capable of doing so before Normal Pension Age then ill health benefits are based on the employee's pension built up to leaving, plus 25% of the pension the employee would have accrued if they had remained an LGPS member until Normal Pension Age.
- **Tier Three:** If the employee is likely to be capable of undertaking gainful employment within 3 years of leaving, ill health benefits are based on the pension accrued at leaving. Payment of these benefits will be stopped after 3 years, or earlier if the employee is in gainful employment or becomes capable of undertaking such employment.

Gainful employment means paid employment for not less than 30 hours in each week for a period of not less than 12 months.

Where an employee in membership of the LGPS is given notice of termination but is deemed not to meet the criteria for early release of benefits on the grounds of ill health, the employee will have the right of appeal to Durham County Council Pension Fund's adjudicator.

In exceptional circumstances, it may be possible to refer to the IRMP prior to issuing notice to terminate employment. Such cases must be discussed with HR Advice and Support for further guidance.

For further information, please refer to the LGPS website <http://www.lgps2014.org/>

Appendix 1

Time Scale	Sick Pay Entitlement
During 1st year of service	1 months' full pay and (after completing 4 months' service) 2 months' half pay
During 2nd year of service	2 months' full pay and 2 months' half pay
During 3rd year of service	4 months' full pay and 4 months' half pay
During 4th and 5th years of service	5 months' full pay and 5 months' half pay
After 5 years' service	6 months' full pay and 6 months' half pay

Appendix 2

Pay entitlement at point of phased return	Pay during phased return
Full pay	Paid full pay, irrespective of hours worked.
Half pay	Working less than 50% of contracted hours, paid half pay. Working more than 50% of contracted hours, paid for hours worked.
No pay	Paid for hours worked.