Managing Absence Policy for School Staff

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1. Introduction

Sickness absence management is a key process by which the employer aims to achieve better employee attendance at work, and to provide reasonable support mechanisms for members of staff who experience periods of ill-health during their employment.

The school is committed to creating a happy and inclusive working environment and reducing any risks to employee health. The school recognises its obligations to maintain the well-being and mental health of all staff through identifying trends or patterns of absence and implementing appropriate actions and support.

Absence management is undertaken directly by the Head teacher/line manager. In the case of Head teacher absence, the Chair of the Governing Body (or person Deputised by the Chair) is the recognised line manager.

Effective communication with staff, awareness of employee absences and being proactive in addressing, where appropriate, an employee's absence record are essential elements of effective absence management. Schools should ensure that they explore all reasonable avenues of support to facilitate their employees' return to the workplace.

Effective sickness absence management will provide Head teachers/line managers with greater awareness of the impact of sickness absence on team morale, costs, and disruption.

2. Principles

The school will treat employees fairly and sensitively during periods of sickness and ill-health, while encouraging everyone to use the support mechanisms available to them.

All employees have a responsibility under their contract of employment to attend work. Whilst genuine illness is unavoidable, it places additional financial and other burdens on the schools' resources and as such will be monitored and managed. However, the school will make every reasonable effort to support staff who are absent due to sickness so that they may make a speedy return to the workplace. Employees are also responsible for actions to improve their attendance and support their return to work.

The school recognises its duties under the Equality Act 2010 and is committed to making reasonable adjustments to duties and the work environment to assist employees in remaining in or returning to work.

Head teachers/Governors are responsible for ensuring that this policy is administered in a fair, consistent, and appropriate manner. In doing so they will be expected to balance the needs of the school with the individual needs and circumstances of staff.

Head teachers/Governors are expected to work with staff to address any issues associated with attendance at work.

If absence reporting procedures are not followed or a satisfactory reason for absence is not provided, this may be considered a matter of misconduct which will be dealt with in accordance with the School Disciplinary Policy. If an employee's level of attendance gives cause for concern, they will be required to attend an Attendance Review Meeting (ARM) with their Head teacher/line manager.

Ultimately, if a member of staff is unable to achieve and maintain an acceptable attendance record following appropriate support, formal action may be taken by the Sickness Capability Panel/Case Review Panel up to and including dismissal.

The payment of Occupational and Statutory Sick Pay is dependent upon absence from work resulting from a genuine illness which prevents an employee from working. It is also subject to compliance with the school's notification and medical certification procedure. Any attempt to mislead or defraud the school will be considered gross misconduct under the School Disciplinary Policy.

3. Objectives

The prime objectives of this policy are:

- to establish systems for reviewing individual sickness records in order that Head teachers/line managers can objectively assess the absence(s) and decide on appropriate action.
- to monitor and ensure compliance with sickness rules and conditions.
- to explore reasons for sickness absence to prevent the absence recurring, address any welfare problems and ensure appropriate medical assistance and practical support is being provided where reasonable.
- to identify trends and particularly any "clusters" of sickness to ensure such cases are further researched and any necessary recommendations are made.
- to explore any underlying causes of sickness absence.
- to encourage the rehabilitation of those employees on long term sick leave.

4. Reporting Procedure

- Employees **must** notify the designated person personally before 9.00am (or in accordance with the schools locally agreed procedure) on the first morning of sickness indicating the nature of their sickness and expected date of return. **Where local arrangements permit notification by text, employees are required to follow this up with a telephone call during the school day**. If they have more than one job, then they must notify each line manager that they are

absent.

- Where the designated person is unavailable then an alternative designated person must be contacted.
- If the employee is unable to telephone personally, it is the employee's responsibility to arrange for a relative or friend to contact the appropriate designated person.
- If an employee fails to make contact to report an absence, the Head teacher/line manager will contact them. If there is no justifiable reason for failing to make contact the School Disciplinary Policy may be invoked and may affect pay. If the Head teacher/line manager is unable to make contact or ascertain any valid reason for the absence, the absence may be recorded as unauthorised.
- The designated person must inform the schools sickness co-ordinator of any sickness absence as soon as possible.

Head teacher Absence

The above reporting procedure also applies to Head teachers with the following additions:

- The Head teacher **must** notify a designated person personally before 9.00 am (or in accordance with the schools locally agreed procedure) on the first morning of sickness indicating the nature of their sickness and expected date of return.
- Where local arrangements permit notification by text, they are required to follow this up with a telephone call during the school day.
- The designated person **must** notify the Chair of the Governing Body (or a person Deputised by the Chair) and appropriate Senior Education Manager in the Learning service of the absence.
- The designated person **must** inform the school sickness co-ordinator of any sickness absence as soon as possible.

4.1 Certification

Any absence must be covered by certification. If absence has lasted for a period up to seven days, a self-certification form must be completed and passed to the Head teacher/line manager (See Appendix 1).

Days 2 to 7 of absence

Employees must contact the Head teacher/line manager daily to provide an update on their health, and the likely duration of their absence where possible. In certain circumstances (if a fit note has already been provided, or it is clear the absence will be prolonged) the Head teacher/line manager may confirm that this daily contact is not required. Equally, if the employee does not make contact, the Head teacher/line manager may make telephone contact to obtain an update from the employee.

8th day of absence and beyond

If the absence extends beyond seven calendar days the employee must submit a fit note directly to the Head teacher/line manager whose responsibility it will be to note the information, placing a copy on their personal file. (NB the days referred to include Saturday and Sundays, rest days, and/or free days as applicable). If the absence continues, further fit notes must be submitted as soon as they become due.

Please note, the Head teacher/line manager may, in certain circumstances, ask you to submit a fit note before the 8th day of the absence.

All fit notes should be submitted as soon as possible and no later than 3 days after the employee receives the fit note signed by a registered healthcare professional. Digital fit notes may also be submitted but they must include the name of the registered healthcare professional who issued it. Failure to submit a fit note within the required timescales may result in sick pay being suspended and invocation of the School Disciplinary Policy. The registered healthcare professional will indicate on the fit note if they need to see the employee again before they resume work. If the registered healthcare professional doesn't need to see them again, they mayresume work - there is no need to be signed back to work by the registered healthcare professional.

If the employee feels able to return to work **earlier** than the date indicated on the fit note, and the fit note does not indicate that the registered healthcare professional wishes to see them again, they must discuss their return to work with their Head teacher/line manager. In some cases, if the Head teacher/line manager has concerns about the employee's fitness for work, or feel they cannot provide the support needed, they may not be able to agree to an earlier return to work without first undertaking a risk assessment to comply with insurance requirements or obtaining occupational health advice. In such cases the employee should stay off work until the risk assessment/occupational health advice confirms their ability to return to work or until the end date of their fit note whichever is the earliest. During this period employees must make regular contact with the Head teacher/line manager. The frequency and method of contact should be agreed with the Head teacher/line manager.

4.2 Sick Pay

Employees will **only** be entitled to sick pay if:

a. absence is immediately notified to the Head teacher/line manager and further notification ismade as required by the school.
b. appropriate certification is provided as outlined in 4.1.

Occupational Sick Pay (OSP) may be suspended if an employee abuses the sickness

scheme. For example, employees working or engaging in activities which are likely to be inconsistent with the reason for absence and/or which are unlikely to be conducive to recovery, such as:

- the employee's own misconduct or neglect,
- **or** active participation in professional sport,
- **or** working in the employee's own time on their own account for private gain, or for another employer while absent on sick leave.

The above list provides examples only.

In these instances, reference should also be made to the Schools Disciplinary Policy. The Head teacher/line manager shall confirm why sick pay is being suspended in writing. The employee shall have a right of appeal to the Chair of the Governing Body. A Trade Union Representative or work colleague can also attend a meeting at the employee's request. If the Chair of the Governing Body decides that the grounds were justified, the employee shall forfeit the right to payment for that period of absence.

5. Non – Compliance

Failure by employees to engage or comply with the managing absence process, e.g., refusal to attend occupational health appointments or provide consent to Head teachers/line managers having sight of occupational health advice, will mean that the employees' absence will be managed based on the evidence they have without the mitigation of any occupational health advice.

In addition, non-compliance by Head teachers/managers/supervisors/employees to adhere to any of the requirements and processes of this policy on managing absence will lead to disciplinary action being taken against them.

6. Return To Work Interviews

The Head teacher/line manager must conduct a return-to-work interview with the employee following any period of sickness absence. The interview should be conducted as soon as possible on return to work and within 5 working days. The interview should be conducted somewhere private, and the attendance record should be available for discussion.

The purpose of the return-to-work interview is to:

a. welcome the employee back.
b. discuss the reasons for the sickness absence and whether there are any underlying issues.
c. ensure the employee is fit to carry out their duties and whether further

support or adjustments are required, and

d. Identify whether an ARM (see Section 8) should take place.

A copy of the return-to-work form is available in Appendix 2.

The action to be taken following an interview will depend on the known facts and circumstances and may require fuller discussion with Human Resources. Where there is abuse or suspected abuse of the system this should be dealt with through the School Disciplinary Policy.

7. Phased Return to Work

It is recognised that in certain circumstances, e.g., following a prolonged or debilitating illness, after surgery or whilst recovering from an injury, it may not be appropriate for the employee to return immediately to their full contracted duties and hours of work. In some cases, the employee may need to build up strength and confidence. In these circumstances the school will support the employee's return to work in a flexible and tailored way, relevant to the individual's needs and those of the school. If an employee returns to work on a reduced hours basis on medical advice, the school will support this phased return to work by paying the normal salary for a maximum period of up to six weeks. If, after the end of this phased return period, the employee is unable to return to normal working hours, alternative options may need to be explored such as negotiating a temporary reduction in contracted hours through the Flexible Working Policy.

8. Frequent Short-Term Absence

Frequent, short-term absences are a particular problem for the school as it is difficult to plan for their impact, which might be substantial and can frequently disrupt the normal operation of the school, having a negative effect on work colleagues and pupils. When a pattern of recurring short-term sickness absence is identified and/or any trigger points are reached, the Head teacher/line manager must arrange an ARM with the employee concerned within two weeks.

A pattern of recurring short-term sickness and trigger points may include certain patterns as follows:

- Three or more periods of sickness absence totalling five days or more over a rolling period of 12 months which ends on the latest day of sickness absence.

or

- More than one occurrence of 10 consecutive days' sickness absence over a rolling period of 12 months.

or

- Recognisable pattern of absence, e.g., frequent Mondays/Fridays, pre or post school holidays.

or

- Other circumstances considered by the Headteacher/line manager to be sufficiently problematic, such as failure to record a valid reason for absence.

or

- Frequent periods of longer-term absence

Where an employee has been regularly close to but has not hit a trigger, the Head teacher/line manager may meet with the employee to bring the pattern of their absence to their attention, identify if there are any underlying problems, whether support is required and whether any preventative action can be taken.

Absences should be monitored on a regular basis. Consideration of the number of days an employee has spent at work must be balanced with the number of days not spent at work.

Any patterns identified in section 8 constitute a trigger for an ARM. Members of staff can be unaware of their levels of absence, and bringing it to their attention, along with a discussion about factors that may be affecting their health, can lead to an early resolution of the problem. However, it is important that they are informed that their level of absence is causing concern.

8.1 Attendance Review Meeting

- The purpose of the Attendance Review Meeting will be to explore reasons for absence from work and to identify underlying issues that may need to be addressed.
- The individual may be accompanied by their trade union representative or work colleague if they wish.
- They will be given advanced, written notification at least 7 working days of the interview (unless alternative arrangements are agreed to by both parties), that the school has concerns about the level and pattern of absences and wishes to discuss them at a meeting. Agreement to alternative arrangements should be formally recorded.
- Details of the absences will be included in the letter, along with a record of relevant dates of absence.
- The meeting should be supportive and aim to resolve the situation, seeking to identify the reasons for the frequent absence, and measures that can be taken by the individual and the school to help to overcome the health or other problem and improve attendance, including a referral to Occupational Health if appropriate.

- The impact of the individual's absence on the rest of the team/school should be explained and it should be made clear that a failure to improve attendance at work may lead to formal action being instigated up to and including termination of employment.
- Where the Head teacher/line manager is not satisfied that the absence is genuine, the employee will be required to provide a Statement of Fitness for Work for each subsequent absence prior to the next review.
- The member of staff will be sent a written summary of the meeting, an action plan detailing the steps to be taken by all parties to help improve attendance, and the timescales within which it is to happen.
- A date for a further period of monitoring and review of attendance should be set; for example, a minimum of 3 months excluding school closure periods. If during the review period, there are no further absences or there has been a sufficient reduction in the level of frequent short-term absences, the matter will be closed and no further action will be taken at this point.

If, during the review period there are further periods of absence, a second ARM should be arranged. During this meeting any appropriate support should be discussed including a referral to occupational health. During the meeting the employee should be informed that, if a further trigger is reached due to absence, then a third ARM will be arranged. During the third ARM should there be insufficient improvement during the review period the case **may** be the subject of a Sickness Capability Panel. Advice can be sought from Human Resources at any stage in the process and **should always** be obtained before referring a case to a Sickness Capability Panel.

A copy of the ARM form is available in Appendix 3.

9. Long Term Sickness Absence

Long term absence is regarded as any absence where the employee is away from work for a period of four weeks (28 calendar days) or more. The Head teacher/line manager should maintain regular contact with the employee during periods of long-term sickness, the frequency and method of contact should be mutually agreed with the employee. The employee should also be encouraged to maintain regular contact with the Head teacher/line manager.

If an employee returns to work from a period of long-term sickness absence but is only able to maintain the attendance for short periods intermittently due to recurrences of the original absence, the long-term absence approach will continue to be used.

The employee should be made aware that if their long-term absence from work has lasted for a period of 5 months or more, and/or if there is no reasonable timeline for a return to work, it will not be possible for the situation to continue indefinitely, and their

continuing employment may be reviewed by a Case Review Panel. If a physician considers that the employee is unfit to resume usual duties, they may recommend redeployment or retirement on the grounds of ill health. Where redeployment is recommended, the school and Council will make every reasonable effort to meet with the physician's recommendation, but if no suitable alternative employment opportunities are available, a Case Review Panel will be held which could lead to a decision to terminate employment on health grounds.

Termination of employment will not take place without:

- full consultation with the employee and consideration of all relevant circumstances.
- a review of the relevant medical information regarding the condition.
- consideration of reasonable adjustments to duties and/or work environment to assist with returning and remaining in work.
- consideration of redeployment into suitable and available alternative employment.
- A right of appeal against the decision to dismiss.

A long-term absence management flow chart is available in Appendix 6.

9.1 Ill-Health Retirement

Members of the Local Government Pension Scheme – Support Staff

If an employee has been identified based on an independent medical physician's assessment as being permanently incapable of undertaking work and having no capacity for gainful employment, they may be able to retire on ill-health grounds and their pension benefits released. Depending on the decision, they may be granted Tier 1, Tier 2, or Tier 3 benefits.

Tier 1 – no reasonable prospect of being capable of gainful employment now or at any age before 65. Pension benefits based on membership up to retirement date, plus all membership that would have built up by 65.

Tier 2 – no reasonable prospect of being capable of gainful employment now or at any time in the next three years. However, likely to be capable of gainful employment after that. Pension benefits based on membership to retirement date, plus 25% of membership that would have built up by age 65.

Tier 3 – no reasonable prospect of being capable of gainful employment right now, but likely to be capable of gainful employment within three years. Pension paid for a maximum of three years and subject to review.

If, based on the independent medical physician's assessment, the Authority is not satisfied that the employee is permanently incapable of undertaking work as outlined in any of the above cases, the Authority may not grant ill-health retirement.

Appeals

Appeals against the decision not to grant ill-health retirement will only be considered on the following grounds:

a) the application process for ill-health retirement was flawed.
b) there is new medical information to be presented.

Members of the Teachers Pensions Scheme

If an employee has been identified by an independent medical physician as being permanently incapable of undertaking work and having no capacity for gainful employment, they can apply for ill-health retirement.

There are two levels of benefits that might be paid depending on whether the employee is assessed as:

Tier 1 – Being permanently incapable of undertaking teaching but may be able to undertake other work. If assessed as being able to undertake other gainful employment but unable to teach inany full or part time capacity, the employee may receive accrued benefits. This is payable if assessed by Teachers' Pensions as meeting the 'incapacity condition' i.e., 'Incapacitated' and is likely to be 'incapacitated permanently'.

Tier 2 - Being incapable of undertaking any gainful employment. If assessed as being unable to undertake any gainful employment of any type, in addition to accrued benefits, benefits will be enhanced. This is where you meet the 'Total incapacity condition' and are assessed as not only being permanently unable to teach but also unable to undertake any 'gainful employment'.

If the medical condition is severe enough to warrant consideration of ill health retirement, it will generally be expected that employees have had the benefit of a specialist opinion during the illness. Evidence will be considered by the scheme's Medical Advisors who will make a recommendation based on their consideration about whether the application can be accepted or not.

If an independent medical physician is not satisfied that the employee is permanently incapable of undertaking work as outlined in any of the above cases, the scheme will not grant ill-health retirement. The decision to grant ill-health retirement lies with

the Teachers' Pensions Scheme and not the Authority.

10. Pregnancy

Absences relating to an employee's pregnancy will not count towards the trigger system. Employees off sick due to a pregnancy related reason in the four weeks before the week the baby is due, will automatically start maternity leave.

11. Long Term Sickness and Annual Leave

Employees are entitled to postpone paid annual leave if it is affected by illness, i.e., if they are unable to travel or undertake their holiday plans. The school will require employees to provide a medical certificate to cover the period for which they are requesting to postpone annual leave due to sickness.

Where applicable, if employees are unable to take annual leave due to sickness absence, the maximum annual leave that can be accrued will be one year's entitlement to annualleave. Employees may wish to use accumulated annual leave to support a gradual return to work following a period of absence.

11.1 Employees Taking A Holiday While On Sickness Absence

There are occasions when an employee may benefit from a holiday while they remain absent from work due to their current medical condition. The employee does not need to be signed as fit for work to take annual leave. In these instances, the following process will apply:

(a) The employee must make a request in writing to their Head teacher to ask for permission to go on holiday.
(b) All requests should be discussed with Human Resources or occupational health prior to a decision being made.
(c) Requests for holidays during periods of sickness absence must be agreed by the employees GP or by the Occupational Health Adviser.

Employees must use their annual leave for the period of their holiday (where applicable), during a period of sickness absence and will be paid accordingly.

12. Disability

All reasonable adjustments will be considered where an employee has a disability recognized by the Equality Act 2010. However, good attendance is a requirement for all employees. Should an employee not be able to achieve an acceptable level of attendance, following support and reasonable adjustments, their absence will be managed. Further support is available to Head teachers/line managers from the relevant HR Officer.

13. Monitoring Sickness

Responsibility for monitoring sickness and maintaining attendance lies with the Headteacher/line manager in the first instance.

Head teachers/line managers must undertake regular general monitoring checks and review cases that cause concern.

14. Role Of The Head Teacher/Line Manager

Head teachers/line managers must:

- ensure that the policy is adhered to and applied fairly and consistently.
- ensure trigger points to instigate an ARM are dealt with promptly.
- ensure absence is recorded.
- conduct return to work meetings following every period of absence.
- ensure effective communication is always maintained in the managing absence process.
- ensure regular contact with employees throughout periods of sickness absence, and that a record of such contact is maintained.
- refer employees to the occupational health service as appropriate in accordance with the policy.
- contact occupational health advisors at any stage in the managing absence process for advice and guidance.
- work with the employee, occupational health service and, where relevant, staff representative to facilitate a return to work as soon as possible following a period of sickness absence, considering any medical advice provided.
- keep accurate records and, by accessing MyView, regularly monitor attendance for all their employees, undertaking analysis to identify underlying trends and reasons that maybe influencing sickness levels.
- ensure that employees are made aware of the range of support and assistance that is available to them.
- ensure that all employees understand their roles and responsibilities in accordance withthis policy.
- ensure that the impact of absence on the school is minimised.

15. Role Of The Employee

Employees are expected to:

- Attend work in accordance with their contract.
- Use the support mechanisms available to them.

- Attend any appointments arranged for them with occupational health.
- Obtain and follow medical advice and treatment as quickly as possible.
- Avoid activities which could hinder or affect a prompt return to work.
- Report their absence in accordance with the requirements of this policy.
- Attend meetings to manage their absence in accordance with the requirement of this policy.

16. The Occupational Health Service

When an employee has a prolonged period of four weeks absence, or where the Head teacher/line manager is aware from the outset that the absence will be long term, the Head teacher/line manager must arrange a meeting with the employee to advise them that they will be referred to the occupational health service for examination and assessment if a return to work is not imminent.

Any absence due to stress, depression, or anxiety, or musculoskeletal issues (such as back or neck problems) will initiate an immediate discussion and referral to the occupational health service. Employees who are absent due to, or have indicated work related stress, should be asked to complete a stress questionnaire which may be forwarded with the occupational health referral form, should the employee wish, to assist the school in addressing the situation.

The purpose of the occupational health referral is to:

- obtain information regarding the implications of the employee's medical condition and their ability to attend for work.
- establish an expected return to work date.
- provide advice on additional support and guidance during the period of absenceand any reasonable adjustments which would assist a return towork.

The employee will be contractually obliged to attend any such appointment arranged. Where the employee is unable to attend any such appointment, and does not give adequate notice, plausible reasons, or persistently fails to attend the occupational health appointment or engage with the managing absence process, this could lead to withdrawal of pay and/or invoking the Schools Disciplinary Procedure.

The Head teacher/line manager should continue to maintain regular contact with the employee, via the agreed method, throughout their absence period, and should work with the occupational health advisers to implement any medical advice offered, where reasonable. Where the school is unable to implement such advice on the grounds it may not be reasonable or practicable their rationale for reaching this decision should be formally recorded as part of an audit trail.

If occupational health advises that there is a medical condition which may fall within the definition of the Equality Act 2010, Headteachers/line managers should take advice from the occupational health service and Human Resources.

The occupational health referral form is available in Appendix 7.

16.1 Counselling Service

Medra

As part of the on-going development of Occupational Health support for staff, and to support employees suffering from stress related issues, the counselling service allows self-referral for a prescribed number of counselling sessions to be funded by the Authority. The staff counselling service is there to provide confidential, professional, and personal counselling to employees.
If they wish, employees can continue with the service beyond the sessions funded by the Authority, at their own expense.
Further Information is available on Monitor.

Education Support

Education Support is a UK charity dedicated to supporting the mental health and wellbeing of teachers and education staff. Education Support offer a range of professional and personal support which includes a Helpline, Employee Assistance Programme and Wellbeing Services which can be accessed at:
Website: https://www.educationsupport.org.uk/
Helpline: 08000 562561

17. Role of the HR Service

Primarily the HR Team will offer support and guidance to Head teachers/line managers at any stage of the policy. The HR Team will support the management of absence and will work with the employee, Headteacher/line manager, occupational health and, where relevant, the employee representative, to facilitate a return to work as soon as possible following a period of sickness.

18. Sickness Capability Panel / Case Review Panel

18.1 Sickness Capability Panel

A Sickness Capability Panel will be convened to review cases of frequent short-term absences, where the Attendance Review process has not resulted in an improvement in attendance and management have concerns about the sustained level of sickness absences. The employee will be given adequate notice of the time and date of the

hearing **(no less than 7 school days).**

The Panel will consist of three members of the School Governing Body staff dismissals committee. The employee will be invited (by letter) to the meeting and will have the right to be accompanied by a trade union representative or work colleague. The HR Officer, Head teacher/line manager and Clerk to the Governing Body will also be in attendance.

The Panel will consider evidence presented by the Head teacher/line manager, which should include the following:

- records of return-to-work interviews.
- attendance review meetings.
- occupational health advice (if appropriate).
- chronological record of absence.
- any other relevant notes or records.

The Panel will listen to representations from the employee and take into consideration any mitigating factors, before deciding on the employee's employment position.

Possible outcomes of the panel are as follows:

- Satisfied the current issues have been resolved and transfer the case back to the Head teacher/line manager to manage absence in accordance with the policy.
- one further attempt, with an agreed timescale to try and address the problem.
- an agreed change to the contract of employment to reflect the capabilities of the employee. This may involve a change to the hours of work, the pattern of working hours, the grade or content of the job, or redeployment.
- invocation of the School Capability or Disciplinary Procedures as appropriate
- termination of the contract of employment. If this is the identified outcome the school will follow the relevant dismissal procedure for the employee concerned.

Termination of employment will not take place without:

- full consultation with the employee and consideration of all relevant circumstances.
- a review of the relevant medical information if applicable.
- consideration of reasonable adjustments to duties and/or work

environment to assist with attendance at work.

- a right of appeal against the decision to dismiss.

Any such action will only be taken after every attempt to assist the employee to achieve the desired level of attendance and will require the involvement of Human Resources.

18.2 Case Review Panel

A Case Review Panel will be convened to deal with cases of long-term absence, where the employee has been referred to occupational health, medical advice has been considered but there is still no timeline for a return to work and the school can no longer sustain the absence. The Panel will normally convene after a period of 6 months of absence but may be convened earlier or later depending on circumstances. The employee will be given adequate notice of the time and date of the hearing **(no less than 7 school days).**

The Panel will consist of three members of the School Governing Body staff dismissals committee. The employee will be invited (by letter) to the meeting and will have the right to be accompanied by a trade union representative or work colleague. The HR Officer, Head teacher/line manager and Clerk to the Governing Body will also be in attendance.

The Panel will consider evidence presented by the Head teacher/line manager, which should include the following:

- records of any return-to-work interviews.
- keeping in touch records.
- occupational health and other medical advice.
- chronological record of absence and contact maintained.
- any other relevant notes or records.

The Panel will listen to representations from the employee and take into consideration any mitigating factors, before deciding on the employee's continued employment.

Possible outcomes of the panel may include:

- Additional time be allowed and
- Additional advice from the Occupational Health Service be sought before a decision is made on the contract of employment.
- Explore redeployment to another post within the Authority.
- Termination of the contract of employment if unable to give a reasonable timeline for/or prospect of expected return to the role with the Authority. If this

is the identified outcome the school will follow the relevant dismissal procedure for the employee concerned.

Termination of employment will not take place without:

- full consultation with the employee and consideration of all relevant circumstances.
- a review of the relevant medical information if applicable.
- consideration of reasonable adjustments to duties and/or work environment to assist with attendance at work.
- a right of appeal against the decision to dismiss.

18.3 Appeals

If an employee wishes to appeal against a decision to dismiss, they must do so in writing, including the grounds upon which the appeal is made. This must be submitted to the Clerk of the Governing Body within **ten** school days of the date of the letter confirming the panel's decision. Such notification should also include any additional evidence the employee wishes to include in the appeal case file. If no appeal is lodged within this timescale, the employee will lose the right of appeal.

The appeal will be heard by the Governing Body staff dismissal appeals committee as soon as practicable and normally within **ten** school days of receipt of the notice of appeal. Appeal hearings will focus on the issues set out in the appeal notification; therefore, the appeal process may not always take the form of a complete hearing. However, under certain circumstances, e.g., where new evidence comes to light or the first hearing process was flawed, it may be appropriate to rehear part, if not all, of the case.

The employee will be given adequate notice of the time and date of the hearing (no less than 7 school days) and informed of their right to be accompanied or represented by a work colleague or a trade union representative.

The Panel will consist of three members of the school Governing Body staff dismissals appeal committee. A HR Officer, Headteacher/line manager and Clerk to the Governing Body will also be in attendance.

The decision of the staff dismissal appeals committee will be final, and the employee will be informed in writing of the decision within 5 school days.

18.4 Postponements

If the employee wishes to attend a Sickness Capability Hearing, Case Review Hearing or an Appeal hearing but is unable due to sickness or some other reason or their representative is unable to attend, the hearing will be postponed and will be rearranged

within 5 school days, or as soon as is practicable. The employee should be notified of the revised date in writing and informed that if they are not able to attend on the revised date the hearing may proceed in their absence. If the employee cannot personally attend, they will be invited to put their case forward via their representative or if that person is not available, submit their case in writing but no later than 2 school days in advance of the hearing.

19. Employee Rights

An employee has the right to be accompanied at an ARM, Case Review Meeting and/or a Sickness Capability meeting by a trade union representative or work colleague when formal action may be contemplated in respect of absence.

In the event of a recommendation of retirement on the grounds of ill health, the employee shall have the right to a further examination by an independent specialist. The cost ofany such investigation shall be paid for by the school.

When an employee has an infectious disease, or industrial injury, the Head teacher/line manager should report this to the Council's Health & Safety Section. It should be noted that maternity absence is covered by separate guidelines.

It should also be noted that hospital/doctor/dentist appointments are not covered by this procedure and are subject to acceptable prior notification/approval of any such absences with the Head teacher/line manager.

This policy supersedes any other policy, procedure, practice, or reference in other documents to HR arrangements for absence management.

February 2026 (CH)

APPENDIX 1

ISLE OF ANGLESEY COUNTY COUNCIL
SELF CERTIFICATION FORM

This form should be completed by an employee returning to work after sickness absence. The form covers the first seven calendar days of absence and when completed, should be returned to the Headteacher/line manager.

Surname:	
Other Names:	
Pay number:	
Post:	
School:	

Date of first day of sickness:	
Date first absent from work (If different to above):	
Date of last day of sickness:	
Date of return to work:	

Reason for absence:	

Name and address of doctor (whom may be contacted if necessary):	

Signed		**Date**	

Please note that giving false information will be treated as gross misconduct and could result in dismissal.

THIS PART TO BE COMPLETED BY THE HEADTEACHER/LINE MANAGER

To the best of my knowledge the above information is correct.

Signed		**Date**	

APPENDIX 2

FFURFLEN COFNODI CYFWELIAD DYCHWELYD I'R GWAITH

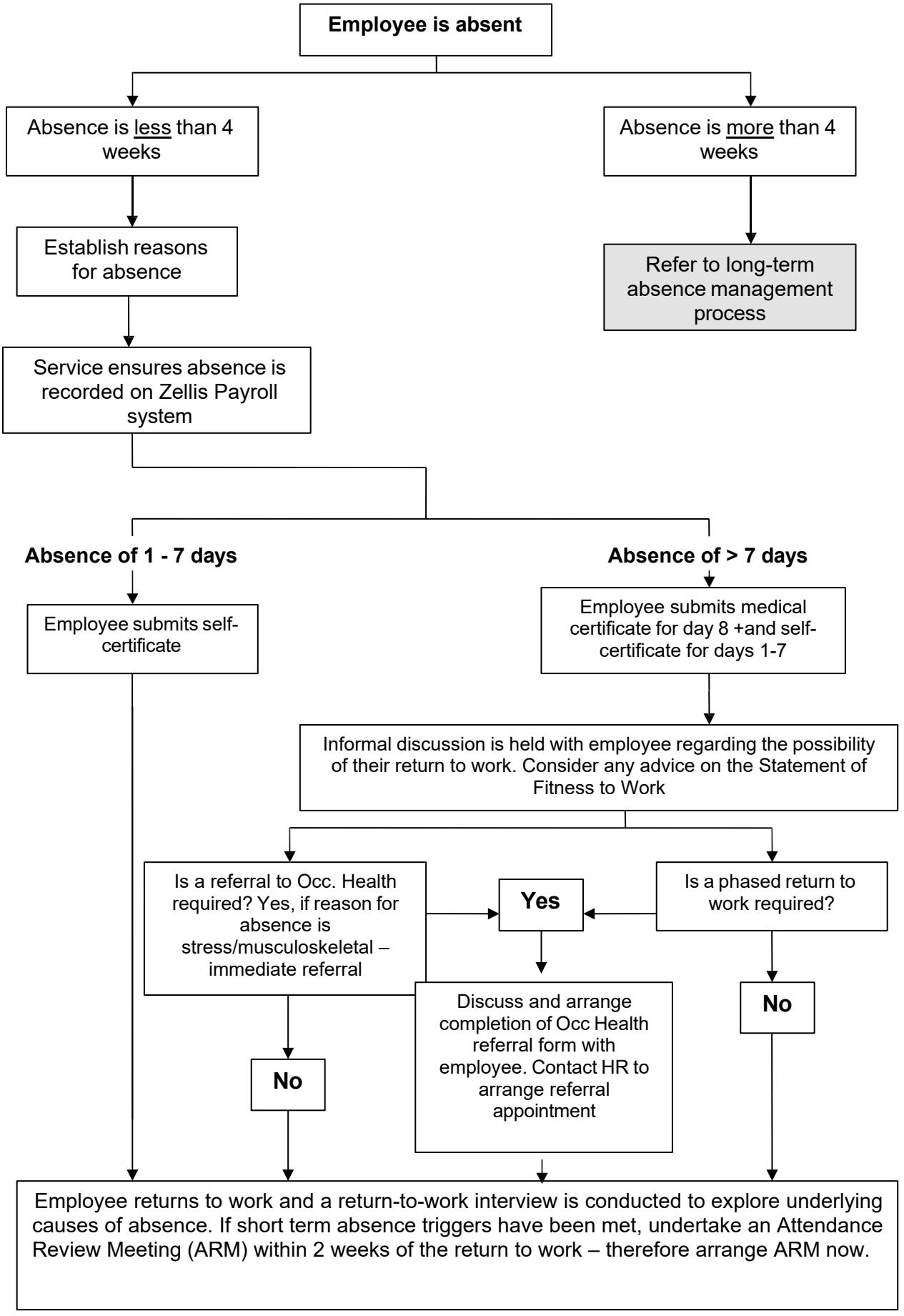
RETURN TO WORK INTERVIEW RECORD FORM

ENW'R GWEITHWR/EMPLOYEE NAME:		
RHIF CYFLOG/EMPLOYEE NUMBER:		
DYDDIAD AC AMSER Y CYFARFOD/ DATE AND TIME OF MEETING:		
ERAILL A OEDD YN BRESENNOL/ OTHERS PRESENT:		
CYFNOD YR ABSENOLDEB/ PERIOD OF ABSENCE:		
NIFER O DDYDDIAU/ NUMBER OF DAYS:		
Y RHESWM (RHESYMAU) A RODDWYD GAN Y GWEITHIWR AM YR ABSENOLDEB/ **REASON(S) GIVEN BY THE EMPLOYEE FOR THE ABSENCE:**		
YDI HYN YN GYSYLLTIEDIG A DAMWAIN YN Y MAN GWAITH? **IS THIS RELATED TO AN ACCIDENT IN THE WORKPLACE?** **Os ydyw, cysylltwch â/If yes contact:** **Health&Safety@ynysmon.llyw.cymru**		
DYDDIADAU ABSENOLDEB SALWCH DROS Y 12 MIS DIWETHAF O'R ABSENOLDEB SALWCH DIWEDDARAF: (Gwybodaeth ar gael ar Amdanaf I) **DATES OF SICKNESS ABSENCE OVER THE PAST 12 MONTHS FROM THE LATEST SICKNESS ABSENCE: (Information available on MyView)**		
YDI'R PERSON WEDI TARO SBARDUN SALWCH FEL NODWYD YN Y POLISI? **HAS THE PERSON HIT A SICKNESS TRIGGER AS NOTED IN THE POLICY?** **IF PERSON HAS HIT A TRIGGER AN A.R.M. NEEDS TO BE ARRANGED /** **OS YW'R PERSON WEDI TARO'R SBARDUN, MAE ANGEN TREFNU C.A.P.** **(gweler adran 8 y polisi am arweniad / (See section 8 of policy for guidance)**	**YDI** **YES**	**NA** **NO**
MANYLION AM FATERION A DRAFODWYD/ DETAILS OF ISSUES DISCUSSED:		

MANYLION AM GEFNOGAETH A GYNIGWYD/ DETAILS OF SUPPORT OFFERED:	
CAMAU Y CYTUNWYD ARNYNT/ ACTIONS AGREED:	
UNRHYW SYLWADAU ERAILL/ ANY OTHER COMMENTS:	
DYLAI PENNAETH/RHEOLWYR LLINELL GYSYLLTU A'I SWYDDOG ADNODDAU DYNOL OS YDYNT YN YSTYRIED, YN DILYN CWBLHAU'R CYFWELIAD DYCHWELYD I'R GWAITH HWN, EFALLAI NAD OES ANGEN CADW APWYNTIAD IECHYD GALWEDIGAETHOL OEDD EISOES WEDI'I DREFNU I DDELIO A'R ABSENOLDEB YMA/ THE HEADTEACHER/ LINE MANAGER SHOULD LIAISE WITH THEIR HR OFFICER IF, FOLLOWING COMPLETION OF THIS RETURN-TO-WORK INTEREVIEW, IT'S CONSIDERED THAT AN OCCUPATIONAL HEALTH APPOINTMENT, ALREADY ARRANGED TO REVIEW THIS ABSENCE, MAY NO LONGER BE REQUIRED.	
LLOFNOD Y GWEITHWR/ SIGNATURE OF EMPLOYEE:	
DYDDIAD/DATE:	
LLOFNOD Y PENNAETH/RHEOLWR LLINELL/ SIGNATURE OF HEADTEACHER/LINE MANAGER:	
DYDDIAD/DATE:	

APPENDIX 3

SHORT TERM ABSENCE MANAGEMENT



Appendix 4

Dear {Employee},

ATTENDANCE REVIEW MEETING

Following the discussion at your recent return to work interview, I write to confirm that an Attendance Review Meeting (ARM) has now been arranged for you with {HEAD TEACHER/LINE MANAGER NAME} on {DATE & TIME} in {LOCATION}.

As previously explained, and ARM should be arranged when:

An individual's level of absence reaches a trigger point in accordance with the Managing Absence Policy for School Staff.

Or

Where there is a recognisable pattern of absence (frequent Mondays, Fridays, pre or post school holidays) or more than one indication that an employee is regularly falling short of a trigger.

Or

Other circumstances considered by the Headteacher/ line manager to be sufficiently problematic, such as failure to record a valid reason for absence.

Or

Frequent periods of longer-term absence.

The purpose of the meeting will be to discuss your short-term sickness absences, seeking to identify the reasons for the absences or any issues that may be affecting your health and wellbeing. The meeting will also be an opportunity to discuss support that can be provided by the school to support an improvement in your attendance. Further information on the ARM process can be found in the Managing Absence Policy for School Staff.

I attach a record of the relevant absence dates and reasons for further discussion during the meeting.

Following the meeting and any subsequent review periods, if there is insufficient improvement in attendance the matter may be referred to a meeting of the Sickness Capability Panel. Further information on the Sickness Capability Panel process can be found in the Managing Absence Policy for School Staff.

You have the right to be accompanied at the meeting by a colleague or trade union official if you so wish. If you are unable to attend, please let me know as soon as possible so that the meeting can be re-arranged for a more suitable time.

Yours sincerely

Headteacher, Ysgol

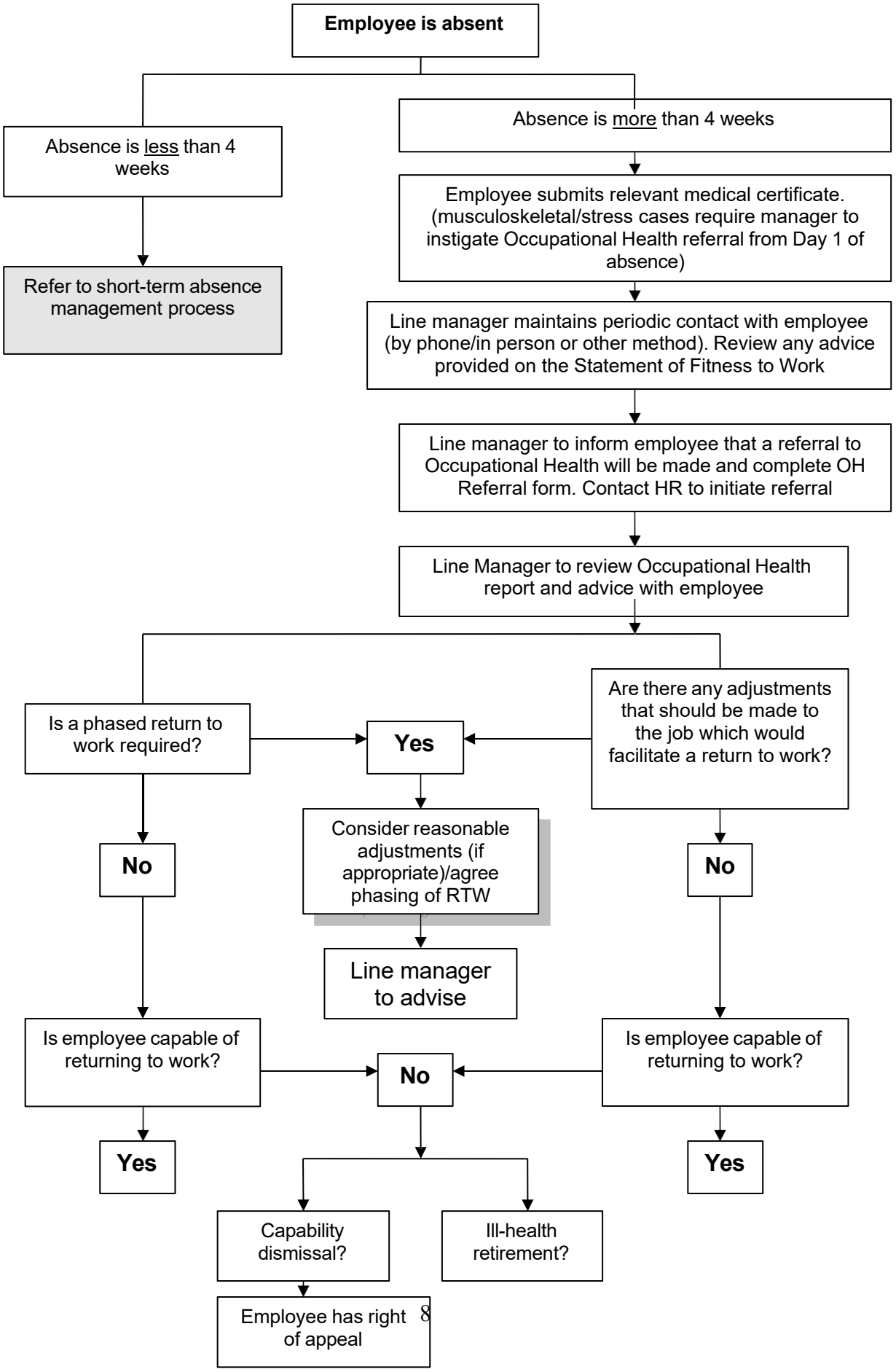
APPENDIX 5

ATTENDANCE REVIEW MEETING RECORD FORM			
EMPLOYEE NAME:		**PAY NUMBER:**	
SCHOOL:		**DATE:**	
OTHERS PRESENT:			
REASON(S) FOR MEETING (LIST ABSENCES): • Discuss the attendance record. • Attendance dropped to a level causing concern. • Attendance since last ARM (if applicable).			
CONTRIBUTORY FACTORS IDENTIFIED: • Explore underlying reasons for absence.			
CAN THE SCHOOL HELP? • What support can the school provide? • Explore ways to improve attendance (occupational health referral/counselling/change to working pattern etc).			
IMPLICATIONS OF FURTHER ABSENCES: • Further ARM • Referral to Sickness Capability Panel • Disciplinary policy • Performance improvement procedure • Impact on school and colleagues			

OUTCOME/PROPOSED TARGET:	
LENGTH OF MONITORING/REVIEW PERIOD:	
The employee has been advised that reasonable support will be provided by the school to assist them to achieve the desired level of attendance, however, further absences could lead to the case being referred to a Sickness Capability Panel where a decision on continued employment is a possible outcome.	☐ (Please tick)
The employee is aware of/has access to the School Managing Absence Policy and understands the potential consequences of further absences.	☐ (Please tick)
HEADTEACHER/LINE MANAGER SIGNITURE:	
DATE:	
EMPLOYEE SIGNITURE:	
DATE:	

APPENDIX 6

LONG TERM SICKNESS MANAGEMENT



CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL

FFURFLEN CYFEIRIO IECHYD GALWEDIGAETHOL
OCCUPATIONAL HEALTH REFERRAL FORM

Os gwelwch yn dda, rhowch gymaint o wybodaeth ag y gallwch, e.e. pam rydych chi'n cyfeirio'r gweithiwr, a all gynnwys hyd a rheswm am absenoldeb / hanes absenoldeb / dyddiadau a manylion y Nodiadau Ffit / natur rôl y gweithiwr a'r effaith mae'r cyflwr i'w weld yn ei gael ar eu gallu i gyflawni eu dyletswyddau / pa addasiadau sydd eisoes wedi cael eu rhoi ar waith / pa gymorth a gynigiwyd.

Bydd ansawdd y cyngor a'r adroddiad yn dibynnu i raddau helaeth ar y wybodaeth a ddarperir gan y rheolwr sy'n cyfeirio yn y lle cyntaf. Os yw'n briodol i'r cyfeiriad, dylech gynnwys manylion unrhyw brosesau rheoli ffurfiol cyfredol mae'r gweithiwr yn rhan ohonynt.

Deddf Diogelu Data 1998: Cyngor Sir Gwynedd yw'r rheolwr data at ddibenion y Ddeddf. Defnyddir yr wybodaeth ar y ffurflen hon ar ddibenion cyflogaeth. Cedwir unrhyw wybodaeth bersonol yn gyfrinachol.

-

Please include as much information as you possibly can, i.e. why you are referring the employee, which may include length and reason for absence / absence history / dates and details of the Fit Notes / the nature of the employee's role and the impact the condition appears to be having on their ability to perform their duties / what adjustments have already been put in place / what support has been offered.

The quality of the advice and the report will largely depend on the information provided by the referring manager in the first instance. If appropriate to the referral, please include details of any formal management processes the employee is currently involved in.

Data Protection Act 1998: Gwynedd County Council is the data controller for the purposes of the Act. They use the information on this form for the purposes of employment. Any personal information is kept confidential.

MANYLION Y GWEITHWR / *EMPLOYEE DETAILS*
Gwasanaeth: *Service* **Adran:** *Section:*
A yw'r unigolyn wedi ei gyfeirio/chyfeirio at yr Uned Iechyd Galwedigaethol yn y gorffennol? *Has the individual previously been referred to the Occupational Health Unit?* ☐ **Do** / *Yes* ☐ **Na** / *No* **Os do, rhowch dyddiad a fanylion os gwelwch yn dda:** *If yes, please give date and details:*
Enw Llawn: *Full Name:*

Rhif Cyflog:
Pay Number:

Dyddiad Geni:
Date of Birth:

Cyfeiriad:
Address:

Côd Post:
Post Code:

Rhif Yswiriant Cenedlaethol:
National Insurance Number:

Rhif Ffôn Dydd:
Daytime Phone Number:

Cyfeiriad E-bost Personol:
Personal Email Address:

Enw a Chyfeiriad Meddyg Teulu:
Name and Address of GP:

Teitl Swydd:
Job Title:

Oriau Gwaith Wythnosol:
Working Hours per Week:

Patrwm Gwaith / Awyrgylch Gwaith:
Work Pattern / Work Environment:

☐ **Oriau Swyddfa** / *Office Hours*
☐ **Flecsi** / *Flexi*
☐ **Shifftiau** / *Shifts*
Manylwch os gwelwch yn dda / *Please provide details:*

☐ **Gweithio Adref** / *Work from Home*
Manylwch os gwelwch yn dda / *Please provide details:*

Cyflogedig i'r Cyngor ers:
Employed by the Council since:

Yn y Swydd Bresennol ers:
In Present Post since:

Aelod o'r Cynllun Pensiwn:
Member of the Pension Scheme:
☐ **Ydi** / *Yes* ☐ **Na** / *No*

Os gwelwch yn dda, cadarnhewch y rheswm dros y chyfeiriad yma:

Please confirm reason for this referral:

☐ **Absenoldebau tymor byr niferus (atodwch rhestr salwch)**
Numerous short term absences (attach sickness record)

☐ **Salwch tymor hir (4 wythnos neu fwy)**
Long Term Sickness (4 weeks or more)

☐ **Patrymau absenoldeb amlwg (atodwch rhestr salwch)**
Obvious absence patterns (attach sickness record)

☐ **Unrhyw reswm arall (atodwch fanylion perthnasol)**
Any other reason (attach relevant details)

☐ **Salwch straen**
Stress related illness

☐ *Os yw'n gysylltiedig â straen, a yw manylion Cwnsela Medra / Gwasanaeth 'Education Support' (i staff Ysgolion) wedi'i rhannu?*
If stress related, has the Medra Counselling service information / Education Support Service (for School staff) been shared?

☐ **Salwch cyhyrysgerbydol**
Musculoskeletal illness

Absennol ar hyn o bryd?
Currently absent?

☐ **Ydi** */ Yes* ☐ **Na** */ No*

Dyddiad cychwyn absendoldeb presenol neu, os dal yn y gweithle, dyddiad absenoldeb diweddaraf:
Start date of current absence or, if still at work, date of the most recent absence:

Beth yw'r salwch, y symptomau neu'r cyflwr sy'n achosi'r absenoldeb presennol/diweddaraf:

What is the illness, the symptoms or condition causing the current/most recent absence:

☐ **Problemau a'r cefn neu wddf**
Back or neck problems

☐ **Problemau cyhyrysgerbydol**
Musculoskeletal problems

☐ **Heintiad (yn cynnwys annwyd a ffliw)**
Infections (including colds and flu)

☐ **Straen sy'n Gysylltiedig â'r Gwaith**
Work Related Stress

☐ **Iselder ysbryd, pryder, nerfau, iechyd meddwl a blinder neu unrhyw Straen arall**
Depression, anxiety, neurasthenia, mental health & fatigue or any other Stress

☐ **Cysylltiedig â beichiogrwydd**
Pregnancy related

☐ **Niwrolegol (yn cynnwys cur pen a meigryn)**
Neurological (including headaches and migraine)

☐ **Cenhedlol-droethol (yn cynnwys problemau misglwyf)**
Genito-Urinary (including menstrual problems)

☐ **Stumog, iau, arennau & treulio (yn cynnwys gastro-enteritis)**

Stomach, liver, kidney & digestion (including gastroenteritis)

☐ **Calon, pwysedd gwaed & cylchrediad**
Heart, blood pressure & circulation

☐ **Brest ac anadlol (yn cynnwys annwyd y frest)**
Chest & respiratory (to include chest infections)

☐ **Llygaid, clust, trwyn a cheg/deintyddol (yn cynnwys sinusitis)**
Eye, ear, nose & mouth/dental (to include sinusitis)

☐ **Os arall, manylwch ymhellach:**
If other, give further details:

EFFAITH AR WAITH / CYFYNGIADAU GWAITH (MAE'N ORFODOL I GWBLHAU'R ADAIN YMA)
IMPACT ON WORK / WORK LIMITATIONS (COMPLETING THIS SECTION IS MANDATORY)

Nodwch beth yw awyrgylch waith yr unigolyn a nodwch hefyd unrhyw anghenion a allai effeithio cyflwr meddygol yr unigolyn (e.e. codi a thrin pwysau, defnydd o sylweddau):
Please indicate the environment in which the individual works and any factors that could impact on the individual's medical condition (e.g. manual handling, use of hazardous substances):

Nodwch os yw'r unigolyn yn gallu arddangos, neu yn credu y bydd ef/hi yn profi anawsterau wrth gyflawni dyletswyddau ei swydd:
Please indicate whether the individual has experienced or anticipates any difficulties in managing the requirements of his/her job:

Nodwch unrhyw newidiadau/addasiadau sydd wedi cael eu gwneud yn barod er mwyn cynorthwyo'r unigolyn i ymgymryd â dyletswyddau'r swydd:
Please indicate whether any adjustments/adaptations have already been made to help the individual undertake the job:

CAMAU SYDD EISOES WEDI EU HYSTYRIED *STEPS THAT HAVE ALREADY BEEN CONSIDERED*
Ydi'r unigolyn wedi awgrymu pa gamau y mae ef/hi yn dymuno eu dilyn (e.e. dychwelyd yn raddol, adleoliad, ymddeoliad oherwydd salwch)? *Has the individual made any suggestions as to what options he/she wishes to pursue (e.g. phased return to work, redeployment, ill health retirement etc)?*
A yw'r rheolwr cyfeirio wedi cwblhau unrhyw asesiad risg mewn perthynas â'r achos hwn? *Has the referring manager completed any relevant risk assessment in relation to this case?*

CAIS AM WYBODAETH GAN YR UNED IECHYD GALWEDIGAETHOL **Ticiwch er mwyn dynodi pa wybodaeth yr ydych ei angen:** *REQUEST FOR INFORMATION FROM THE OCCUPATIONAL HEALTH UNIT* *Please tick to indicate what information is required:*
Manylion ynglyn â'r cyflwr: *Details regarding the condition:*

☐ **Barn feddygol ar allu'r gweithiwr i barhau yn ei swydd bresennol**
Medical opinion regarding the workers ability to continue in his/her present post

☐ **Beth yw'r rhagolygon? Ydi'r rhagolygon yn barhaol neu dros dro?**
What is the prognosis? Is the prognosis permanent or temporary?

☐ **Oes gan y gweithiwr gyflwr all ddisgyn o dan y Ddeddf Cydraddoldeb?**
Does the worker have a condition that would fall within the remit of the Equality Act?

☐ **Ydi'r swydd yn creu neu yn cyfrannu at y salwch?**
Does the post cause or contribute to the illness?

Cefnogaeth:
Support:

☐ **Os ydych yn rhagweld gwellhad, beth yw'r tebygrwydd y bydd y cyflwr yn datblygu eto yn y dyfodol? Beth allai natur y cyflwr fod a pha effaith allai hynny ei gael ar bresenoldeb a pherfformiad? Oes yna gamau y gallai'r Cyngor eu cymryd er mwyn lleihau'r posibilrwydd hwnnw?**
If you foresee an improvement, what is the likelihood of the condition developing again in the future?
What could the nature of the condition be and what effect could that have on presence and performance?
Are there steps the Council could take in order to reduce that possibility?

☐ **Pryd y gellir disgwyl i'r unigolyn wella/dychwelyd i'r gwaith?**
When can the individual be expected to recover/return to work?

☐ **Oes yna gefnogaeth ychwanegol y gallai'r Cyngor ei roi i'r gweithiwr? e.e. addasiadau parhaol, dychwelyd yn raddol.**
Is there additional support the Council can give the worker? e.g. permanent adaptations, phased return.

Ystyriaeth Bellach
Further considerations

☐ **Os nad oes posib i'r gweithiwr ddychwelyd i'w swydd bresennol, a ddylid ceisio adleoli'r unigolyn i swydd arall? Manylwch ar feysydd gwaith posib os gwelwch yn dda. A fyddai unrhyw newid yn barhaol neu dros dro?**
If it is not possible for the worker to return to the present post, should relocating the individual to another post be considered? Please detail possible fields of work. Would any change be permanent or temporary?

☐ **A ddylid ystyried ymddeoliad ar sail salwch os yw'r unigolyn yn barhaol analluog i gyflawni ei swydd bresennol ac unrhyw swydd gyffelyb?**
Should retirement on ill health grounds be considered if the individual is permanently unable to undertake his/her present post and any comparable post?

☐ **Arall (rhowch fanylion):**

Other (give details):

Dogfennau ynghlwm:
Documents attached:

☐ **Swydd Ddisgrifiad bresennol**
Current Job Description

☐ **Rhestr Absenoldeb Salwch**
Sickness Absence Record

☐ **Datganiad o Ffitrwydd i Weithio**
Statement of Fitness to Work

☐ **Copïau o unrhyw ffurflenni HS11 perthnasol (Damwain, haint, digwyddiad peryglus neu ddigwyddiad treisgar)**
Copies of any relevant HS11 forms (Accident, infection, dangerous or violent occurrence

Rwy'n cadarnhau fy mod wedi trafod cynnwys y ffurflen gyfeirio hon gyda'r gweithiwr dan sylw, ac wedi sicrhau bod copi o'r ffurflen hon gan y gweithiwr.

I confirm that I have discussed the content of this referral form with the worker in question, and have ensured that the worker has a copy of the form.

Dyddiad cyfarfod gwyneb I gwyneb:
Date of face to face meeting:

Enw'r Rheolwr Llinell: Rhif Cyswllt Rheolwr Llinell:
Name of Line Manager: Line Managers Contact Number:

Cyfeiriad E-bost Rheolwr Llinell:
Line Manager E-mail Address:
Rhaid i hyn gael ei gwblhau / *This must be completed*

Llofnod Rheolwr Llinell: Dyddiad:
Line Manager Signature: Date:

Rwyf yn cadarnhau fy mod wedi derbyn copi o'r ffurflen hon, ac rwyf yn ymrwymo i fynychu apwyntiadau meddygol a drefnir ar fy nghyfer gan yr Uned Iechyd Galwedigaethol.

I confirm that I have received a copy of this form and agree to attend a medical appointment arranged for me by the Occupational Health Unit.

Llofnod y Gweithiwr: Dyddiad:
Employee Signature: Date:

Llofnod Swyddog Adnoddau Dynol: Dyddiad:
Human Resources Officer Signature: Date: