

## **Part Time Triggers**

Ruth works 2½ days per week (Monday, Tuesday and Wednesday am) as a clerical officer.

Ruth was absent from work last week on the Tuesday and Wednesday with a throat infection. She has a previous absence 2 months ago, for 5 days following a Wisdom Tooth extraction.

Ruth returned to work this Monday and completed her SA3 to say that she was fit for work from that day.

Her manager has told her that she will be called to attend a second stage interview as she has now hit the trigger point of 10 days or more in 12 months. Her manager has consistently applied this trigger to all staff in the team regardless of working hours.

Ruth thinks this is unfair, as she only lost 1½ working days last week.

### **Has Ruth's manager correctly interpreted her sickness record in terms of hitting trigger points?**

Yes. The Council has set the following trigger points as a guide to assist Managers when dealing with frequent and intermittent absence. Where an individual's absence level meets one of the following trigger points, the Manager can review the absence levels with the employee.

- 3 or more instances of sickness absence in any 12 month period
- 10 or more days sickness absence within any 12 month period
- any other recognisable patterns, such as frequent absenteeism on a Friday, Monday or weekends

Ruth has 2 instances of absence so far this year, but they amount to 11 days:

- 5 days – Tooth Extraction
- 6 days – Throat Infection

Ruth indicated on her SA3 that she was fit to return on the Monday, which indicates that she was not fit for work from the Tuesday (1<sup>st</sup> day of absence) until the Sunday (the day before she confirmed that she was fit). As Occupational Sick Pay is calculated over a 7 day week, regardless of the working pattern, these days would all be counted as lost days for trigger point purposes.

Had Ruth confirmed to her manager by telephone on one of the days she would not usually work, or on the SA3 when she returned to work, that she was fit for work on either the Thursday, Friday, Saturday or Sunday, then this is what her

manager would have recorded, and that is what her lost days for trigger purposes would be calculated on.