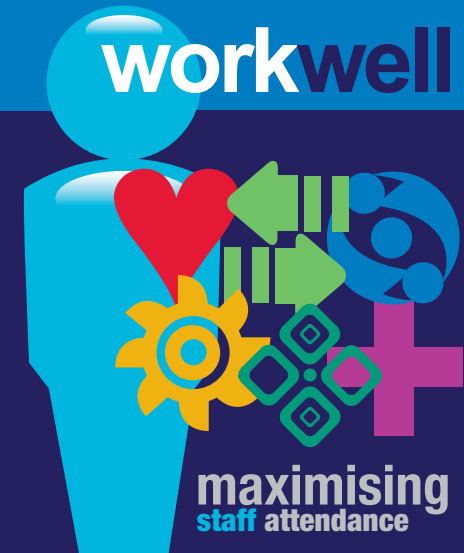


workwell

Managing Attendance

A Guide for all Managers and Employees



Disability Related Sickness

Guide



STRONG HERITAGE | STRONG FUTURE
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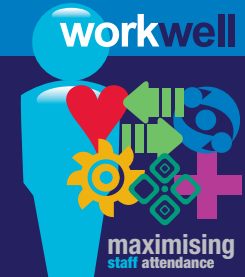


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DISABILITY RELATED SICKNESS

Disability Related Sickness Absence is one of several guides that have been designed to provide practical advice and guidance to managers and employees around Managing Attendance. Each guide supports the Council's Absence Management Policy by answering the most common questions that both managers and employees have about their own sickness absence, and managing the absence of others.

The Council is aware of its responsibilities towards disabled employees in the management of disability related sickness absence and this guide supports managers and employees to ensure procedures do not discriminate against disabled employees.

Employee Responsibilities		Manager / Supervisor Responsibilities	
This guide provides the answers to the following questions:		This guide provides the answers to the following questions:	
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DISABILITY RELATED SICKNESS

Employee Responsibilities

1. What is Disability Related Sickness Absence?

Disabled people are protected against discrimination at work by the Equality Act 2010. Ensuring we record disability related sickness absence helps us meet our obligations to identify reasonable adjustments at the earliest opportunity.

Managers and supervisors should create a culture whereby disability can be disclosed by an employee with a view to providing support or reasonable adjustments. Details of an employee's disability are sensitive personal data for the purposes of the Data Protection Act and the information will not be given to anyone else without the consent of the employee.

Manager / Supervisor Responsibilities

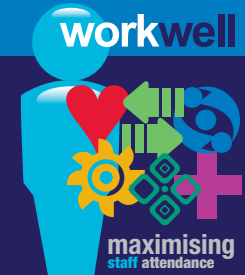
1. What is Disability Related Sickness Absence?

Disabled people are protected against discrimination at work by the Equality Act 2010. Ensuring we record disability related sickness absence helps us meet our obligations to identify reasonable adjustments at the earliest opportunity.

You should create a culture whereby disability can be disclosed by an employee with a view to providing support or reasonable adjustments. Details of an employee's disability are sensitive personal data for the purposes of the Data Protection Act, and you should make it clear that the information will not be given to anyone else without the consent of the employee.

Please note:

- The term disabled people covers a wide range of different people with difference impairments
- Disability can be visible or non-visible and covers a wide range of conditions
- Many employees may not consider their condition as a disability, even though it may be
- There is still stigma associated with disability so many employees will not disclose they have a disability.



DISABILITY RELATED SICKNESS

Employee Responsibilities

2. What do I need to do if I am sick and unable to attend work?

If you are sick and are unable to attend work you are required to contact your manager on day 1 of your absence, giving the reason for your absence and the likely date of return. During this discussion you should indicate if your absence is related to your disability.

For full details on notification periods etc please see either the Short Term Sickness Absence Guide or Long Term Sickness Absence Guide.

Manager / Supervisor Responsibilities

2. What does the employee need to do if they are sick and unable to attend work?

If the employee is sick and unable to attend work they are required to contact you on day 1 of their absence, giving the reason for the absence and the likely date of return.

During the day 1 notification of absence conversation, you must ask the employee if the absence is related to an existing disability. If the employee indicates it is, the absence should be recorded on Vision as disability related sickness absence. There is a drop down field to select. If the employee indicates it is not disability related it should be recorded in the usual way.

If it is the first time the employee indicates they have a disability this must be followed up with a conversation at the return to work interview, which may result in medical reports being sought and reasonable adjustments being identified.

For further information on notification periods please refer to the Short Term Sickness Absence Guide or Long Term Sickness Absence Guide, or for the return to work interview, refer to the Returning to Work Guide.

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DISABILITY RELATED SICKNESS

Employee Responsibilities

3. Why is disability related sickness absence recorded separately?

Identifying if your absence is disability related will assist your manager in establishing whether reasonable adjustments should be considered to assist your return to work. To assist this process you may be referred to the Occupational Health and Wellbeing Unit for an assessment.

4. What does my manager do with the information?

Your manager will record your sickness absence on Vision, but will identify it as disability related sickness absence.

If we have not previously known that you have a disability we will update your employee record on Vision to indicate that you have a disability. This information is confidential and will be used for statistical purposes only.

Manager / Supervisor Responsibilities

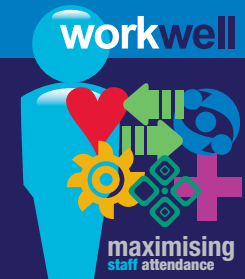
3. Why is disability related sickness absence recorded separately?

Identifying if the employee's absence is disability related will assist you in establishing whether reasonable adjustments should be considered to assist their return to work. To assist this process you may refer the employee to the Occupational Health and Wellbeing Unit for an assessment.

4. What do I do with the information?

You will record the employee's sickness absence on Vision, but will identify it as disability related sickness absence.

If you have not previously known that the employee has a disability you will update their employee record on Vision to indicate that they have a disability. This information is confidential and will be used for statistical purposes only.



Notes:

A series of 18 horizontal dotted lines provided for taking notes.



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DISABILITY RELATED SICKNESS

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