

Employee Responsibilities

We all need to work together to reduce absence levels in the College in order to continue the success and innovations the College has and still is achieving.

In order to do so, managers have a responsibility to effectively monitor and manage absence. However staff also have a number of responsibilities. As an employee of the College you must:

- Comply with local sickness reporting procedures.
- Be clear who your line manager is, or who you are required to report absences to.
- Maintain contact with your line manager during periods of absence.
- Due to workload planning and other considerations, your line manager has a right to know when you will be back at work. Therefore, you must ensure you keep them updated with your situation and when you are likely to return.
- Provide appropriate medical certificates for all absences in a timely manner (either Self certificate or Doctors certificate).
- Attend Return to Work Interviews after every absence.
- Be familiar with the 3 Stage Approach flow-chart for managing absence.
- If a Bradford Factor trigger is hit, attend a review meeting.
- Attend and participate in Occupational Health referrals.
- Appointments to visit doctors, dentists or hospitals should be arranged out of working hours if at all possible to avoid disruption to the working day. If this is not possible, it is your responsibility to notify your line manager in advance of any appointments. If your total absence from work as a result of such an appointment is less than 3 hours, the absence will not be recorded as sick leave. Absence over 3 hours will be recorded as sickness absence.