

# Policy 38 - Health and Well Being



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# INTRODUCTION

LD Training is committed to the health and wellbeing of staff. LD Training aims to work in partnership with staff to promote wellbeing, to prevent sickness absence wherever possible and to manage cases of sickness absence where they occur within a constructive framework of policy and procedures.

As part of the LD Training's commitment to provide the highest standards of learning and teaching experience to students, supported by high quality business services, LD Training needs and values good attendance by staff. Sickness absence is costly to LD Training, both from a financial perspective and in terms of ability to provide and sustain the level of customer service we would all wish to provide.

LD Training is fully committed to supporting staff in achieving good attendance levels although it recognises that employees experiencing ill-health may require periods of sickness absence from time to time. It is also recognised that some ailments may not preclude individuals from working and making a valid contribution, albeit that it may not be at their normal level of performance. In these circumstances, LD Training will make all reasonable efforts to support employees whose performance may be reduced due to a health issue.

Sickness is defined as personal illness or injury, which prevents an employee from pursuing normal working activities and attendance. It may also include, in certain circumstances, precautionary reasons or certified convalescence or periods in which an employee has been in contact with an infectious disease as certified by the Medical Officer for Environmental Health.

On occasions, an employee may need to be absent from LD Training, not due to his/her own personal illness or injury but for other circumstances – e.g. a dependent's illness, bereavement etc. In these circumstances, individual circumstances will be considered.

LD Training has introduced this policy in order to meet the following aims:

- To provide a framework which will ensure consistent management and support of sickness absence
- To describe the rights and responsibilities of staff who are absent from work due to personal illness or injury
- To ensure that LD Training's policy and procedures relating to sickness absence are clearly defined and understood by all
- To describe the mechanisms available to staff for support and guidance in relation to sickness absence and related issues
- To clarify roles and responsibilities of LD Training and its staff within the context of this Policy and supporting arrangements
- To improve the quality of management information in relation to sickness absence

This policy applies to all members of staff employed by LD Training



## LD TRAINING'S RESPONSIBILITY TO STAFF

LD Training is responsible for:

- Informing all staff of the provisions of the Health and Wellbeing Policy and supporting arrangements
- Ensuring that the Health and Wellbeing Policy and supporting arrangements are applied consistently and fairly
- Training managers in the understanding and implementation of the Health & Wellbeing Policy and supporting arrangements to ensure consistency and equality in application
- Advising managers in the management of sickness absence and advising them in the use of the procedures that support the Health & Wellbeing Policy
- Acting in accordance with all relevant legislation including the Access to Health Records Act 1990, Disability Discrimination Act 1995 and 2005, and the Data Protection Act 1998
- Managing the Occupational Health contract and arranging for referral to the Occupational Health Service, where appropriate, in order to inform decisions in relation to an individuals health and absence
- Maintaining absence records and correctly applying sickness payments including statutory requirements
- Providing managers with access to information in relation to staff sickness absence to assist in the management and improvement of attendance



## SENIOR MANAGEMENT TEAM

Senior Management Team within LD Training are responsible for: -

- Ensuring that, as part of induction, employees are made aware of the LD Training's Health and Wellbeing Policy and supporting procedures
- Ensuring that the Health & Wellbeing Policy and supporting procedures are followed and seeking appropriate advice from Moore Pay when necessary
- Providing accurate and timely information to Moore Pay in respect of employee sickness absence
- Ensuring that employees who are absent through sickness are treated in a fair and consistent way, with sensitivity and confidentiality
- Remaining in appropriate contact with staff who are absent from LD Training due to sickness
- Providing support and encouragement to facilitate the smooth return to work for employees after longer periods of absence
- Making all reasonable efforts to support employees whose level of performance at work may be temporarily reduced as a result of a health issue
- Sharing a commitment to effectively manage and monitor the sickness absence of employees in all areas of LD Training



## THE EMPLOYEE'S RESPONSIBILITY TO LD TRAINING

It is the responsibility of the employee to:

- Take personal responsibility for his/her attendance at work, recognising that full attendance is the standard expected
- Make him/herself familiar with the provisions of the LD Training's Health and Wellbeing Policy and supporting employee guides
- Personally inform their sickness absence coordinator who will notify their line manager as early as possible, in accordance with the guide, if they are unable to attend for work due to personal illness or injury
- Observe the LD Training's notification procedures including the prompt submission of medical certificates as necessary, as outlined in the employee guides
- Keep the Centre Coordinator, Finance Officer or Director informed of their progress and make him/her aware of any medical developments on a regular basis throughout a period of sickness
- Follow any medical advice received from his/her own General Practitioner/Specialist in order to restore good health as quickly as possible
- Take personal responsibility for his/her recovery and timely return to work.



## SUPPORTING SERVICES

Staff with a disability related enquiry can access support, health and advice from the Centre Coordinator and Director. In addition, if a member of staff would like to talk about disability equality issues they should talk to Centre Coordinator and/or Director.

LD Training's scheme of sick pay provisions are designed to provide financial support during a period of sickness absence. These are detailed in the Contract of Employment.



## HEALTH AND WELL BEING POLICY AND GUIDES

The Health and Wellbeing Policy defines the broad principles and commitments of LD Training. This document does not seek to define every possible circumstance that may arise.



## REFERENCE TO OTHER POLICIES

On occasions, an employee may need to be absent from the LD Training not due to his/her own personal illness or injury. Each will be considered on an individual basis and may include:

- Maternity Leave
- Paternity Leave
- Parental Leave
- Adoption Leave
- Crisis Leave
- Bereavement Leave
- Court Service
- Medical & Dental appointments
- Authorised Leave (Unpaid)
- Annual Leave
- Flexible Working

For further information, an individual should contact the Finance Office or Centre Coordinator in the first instance.

Attendance issues (not related to an illness or a disability) will be managed in accordance with the LD Training's Disciplinary Procedure and are not covered by this policy.