

Polisi Trefn Rheoli Absenoldeb Salwch

1.0 CYFLWYNIAD

Bwriad y polisi hwn yw hyrwyddo a chynnal lles corfforol, meddyliol a chymdeithasol pob gweithiwr yn yr Ysgol.

1.1 Ffurfiwyd y drefn hon er mwyn darparu a rheoli dull rhagweithiol a chefnogol o wella presenoldeb staff yr ysgol.

Mae'r drefn yn galluogi'r rheolwr i ddelio'n effeithiol ag unrhyw achos pan fo lefel annerbyniol o salwch yn cael effaith andwyol ar allu aelod o staff i gyflawni ei (d)dyletswyddau'n effeithiol. Mae'r drefn hefyd yn amlinellu i bennaethiaid sut y dylent ddarparu cefnogaeth i aelodau staff sydd yn wirioneddol ddioddef o salwch.

1.2 Mae llwyddiant y drefn yn llwyr ddibynnol ar i reolwyr fod yn drwyadl, hyblyg a chefnogol wrth ei gweithredu. Mae'n rhaid i reolwyr ymdrin ag absenoldeb salwch yn deg a chyson, gan gofio rhoi ystyriaeth lawn i ddeddfwriaeth cyflogaeth ac ymarfer da.

1.3 Pwrpas y drefn yw delio ag absenoldeb salwch ac absenoldeb anawdurdodedig. Nid yw absenoldeb mamolaeth, absenoldeb di-dâl awdurdodedig ac absenoldeb arbennig a ganiateir yn unol â'r Amodau a Thelerau Gwaith Lleol yn berthnasol i'r drefn hon.

2.0 ELFENNAU'R DREFN RHEOLI ABSENOLDEB SALWCH

- Trefn Hysbysu am Absenoldeb Salwch (Adran 4.0);
- Cyfweiliadau Dychwelyd i'r Gwaith (Adran 5.0);
- Trefn Ffurfiol ar gyfer Absenoldeb Byr Niferus (Adran 7.0);
- Trefn ar gyfer Delio ag Absenoldebau Tymor Hir (Adran 9.0).

3.0 SWYDDOGAETHAU A CHYFRIFOLDEBAU

3.1 RHEOLWYR LLINELL

NODER: Gall rheolwr llinell fod yn aelod o UDRh yr Ysgol, neu yn swyddog gweinyddol sydd â chyfrifoldeb penodedig dros staff yn unol â threfn gytunedig yr Ysgol.

- Gweithredu'r Drefn Rheoli Absenoldeb Salwch yn deg, cyson a gyda chydymdeimlad.
- Sicrhau bod y drefn hysbysu yn cael ei dilyn gan athrawon a bod pob absenoldeb yn cael ei ardystio a'i gofnodi.
- Rheoli, monitro ac arolygu absenoldeb trwy gynnal Cyfweiliadau Dychwelyd i'r Gwaith yn dilyn pob absenoldeb salwch sydd yn parhau am bum diwrnod neu fwy, neu gyfnodau byrion sydd yn cyfateb i bum ddiwrnod mewn tymor. Sicrhau bod yr holl ddogfennau pwrpasol a pherthnasol wedi eu cwblhau.
- Cadw yn gyfrinachol holl fanylion a chofnodion y salwch.
- Delio mewn modd sensitif ag unrhyw aelod staff sydd yn wirioneddol ddioddef o broblemau iechyd.
- Cadw cyswllt cytunedig rhwng y rheolwr llinell ag aelodau staff sydd yn absennol o'r gwaith ar sail tymor hir, gan ddarparu cefnogaeth barod pan fo hynny'n briodol.
- Ar sail cyngor/gwybodaeth a dderbynnir, dod i benderfyniad ynghylch sut y dylid gweithredu.
- Dechrau'r Drefn Ddisgyblu a'r/neu'r Drefn Medruswydd pan fo hynny'n angenrheidiol.

3.2 ATHRAWON AC AELODAU ERAILL O STAFF

Mae disgwyl i aelodau o staff:-

- bod yn bresennol yn y gwaith yn unol â'u cytundebau gwaith;
- cydymffurfio â'r Drefn Hysbysu am Absenoldeb Salwch; (Atodiad 1)
- cadw cyswllt â'r rheolwr llinell yn ystod y cyfnod o absenoldeb;
- cydymffurfio ag arferion a threfnau gwaith diogel.

3.3 ADRAN ADDYSG

Mi fydd y Adran Addysg yn:-

- derbyn a chadw'n gyfrinachol y Ffurflenni Cofnodi Absenoldeb Salwch a chofnodi'r holl absenoldebau salwch;
- dadansoddi absenoldebau, gan roi ystyriaeth ddigonol i ba mor aml y bydd yr unigolyn yn absennol, hyd yr absenoldeb, ac unrhyw batrymau neu dueddiadau amlwg sydd yn dod i'r golwg;
- tynnu sylw penaethiaid at unrhyw broblemau posib.

4.0 TREFN RHEOLI

- 4.1 Pan fydd salwch yn rhwystro aelod o staff rhag bod yn bresennol yn y gwaith, rhaid iddo/iddi roi gwybod i'r rheolwr llinell cyn gynted ag sy'n ymarferol posib cyn amser cychwyn yr ysgol yn unol â threfniadau'r ysgol unigol.
- 4.2 Yn ystod y sgwrs honno, mae'n rhaid i'r aelod o staff roi'r rheswm dros y salwch ac awgrymiad o ba mor hir y bydd yn absennol o'r gwaith. Os nad oes posib i'r aelod o staff roi manylion y salwch bryd hynny, yna bydd y rheolwr llinell yn ffonio'r aelod o staff er mwyn derbyn y manylion. Yn ystod y sgwrs bydd y rheolwr llinell yn darparu pob cefnogaeth bosib i'r aelod o staff ac yn ddibynnol ar natur y salwch, ac os yw'n rhesymol ac yn ymarferol posib, mi fydd yr aelod hwnnw/honno yn cynnig arweiniad ar gynlluniau gwaith y dosbarth(iadau) yn ystod y cyfnod o absenoldeb. Mae disgwyl i bob aelod o staff dychwelyd i'w man gwaith y diwrnod canlynol os na cheir gwybodaeth pendant i'r gwrthwyneb gan yr aelod. Os nad yw'n bosib i'r aelod dychwelyd i'w gwaith y diwrnod dilynol disgwylir iddo/iddi ffonio'r ysgol cyn diwedd y dydd gan ddilyn y trefniadau cytunedig lleol.
- 4.3 Yn dilyn o hynny bydd y rheolwr llinell yn darparu staff cyflenwi lle bo angen gwneud hynny ac yn hysbysu aelodau staff perthnasol yr ysgol o'r sefyllfa.
- 4.4 Wedi iddo/iddi ddychwelyd i'r gwaith, bydd yr aelod o staff yn llenwi ffurflen hunan ardystio.
- 4.5 Wedi i'r aelod o staff ddychwelyd yn ôl i'r gwaith, bydd cyfarfod dychwelyd i'r gwaith yn cael ei gynnal os yw'n cyfnod pum diwrnod neu hwy a hynny cyn gynted â phosib ond yn sicr o fewn pum diwrnod gwaith Ysgol.
- 4.6 Yn ystod cyfnod o salwch dylid glynu wrth y drefn hysbysu am absenoldeb salwch yn Atodiad 1
- 4.7 Os bydd yr absenoldeb yn parhau am ragor na 7 diwrnod (waeth os yw'r dyddiau hynny yn ddyddiau gwaith ai peidio), bydd rhaid i'r athro/athrawes gyflwyno tystysgrif meddyg.

5.0 CYFARFOD DYCHWELYD I'R GWAITH

Mae Cyfarfod Dychwelyd i'r Gwaith yn ddull effeithiol o leihau lefelau absenoldeb salwch ac adnabod unrhyw broblemau posib cyn i'r absenoldeb gyrraedd lefelau annerbyniol. Mae Cyfarfod Dychwelyd i'r Gwaith yn codi proffil y Polisi a'r Drefn Rheoli Absenoldeb Salwch ac yn dylanwadu ar agwedd yr aelodau staff.

5.1 Bydd **Cyfarfodydd Dychwelyd i'r Gwaith** yn cael eu cynnal ar gyfer pob absenoldeb salwch o bum diwrnod a hwy, a hynny gan y rheolwr llinell. Yn ddelfrydol, dylid cynnal y cyfweiliad ar y diwrnod cyntaf y dychwela'r aelod staff i'r gwaith, ond yn sicr ddim hwyrach na pum diwrnod wedi'r dychweliad.

5.2 Yn ystod y cyfarfod, gall y rheolwr llinell:

- croesawu'r aelod o staff yn ôl i'r gwaith, a mynegi diddordeb yn lles ac iechyd yr unigolyn;
- adnabod unrhyw broblemau posib sy'n gysylltiedig ag absenoldeb yr unigolyn a chytuno ar sut y gellid gwella a darparu'r gefnogaeth angenrheidiol;
- adnabod arwyddion posib o straen a / neu problemau yn gysylltiedig â'r gwaith a sefydlu camau ar gyfer gwelliant;
- dod i benderfyniad ynghylch yr angen i gyfeirio'r unigolyn at y Gwasanaeth Iechyd Galwedigaethol;
- diweddarau'r athro/athrawes ynglŷn â datblygiadau diweddar yn yr Ysgol;

5.3 Mae'n rhaid i'r cyfarfodydd:

- Fod yn gyfrinachol, gan eithrio hawliau'r pennaeth, a chael eu cynnal mewn modd sensitif.
- Fod yn gyson o ran ffurf.

6.0 COFNODI

6.1 Dylid cadw nodiadau byr o brif bwyntiau'r Cyfarfod Dychwelyd i'r gwaith a nodi materion sydd angen sylw ar ffurflen bwrpasol.

6.2 Bydd copi o'r cofnod yn cael ei roi i'r athro/athrawes a'i gadw gan y Pennaeth. Byddai gan y Pennaeth yr hawl i roi copi o'r cofnod i'r Adran Addysg pe byddai angen.

6.3 Bydd pob cofnod yn cael ei gadw yn gyfrinachol yn unol â Deddf Diogelu Data 1998. Mae'n rhaid i reolwyr bob amser ddelio â chofnodion personol mewn modd sensitif, cyfrifol a chyfrinachol.

7.0 TREFN FFURFIOL AR GYFER ABSENOLDEB BYR NIFERUS

Er mwyn cynorthwyo'r rheolwr llinell i adnabod achosion o absenoldeb byr niferus a allai arwain at broblemau posib, bydd **pwytiau sbarduno penodol** yn cael eu defnyddio. Rheolwr llinell mewn cydweithrediad gyda'r Adran Addysg, sydd yn gyfrifol am fonitro lefelau absenoldeb eu staff ac adnabod pan fo aelod o staff wedi cyrraedd un neu fwy o'r pwyntiau sbarduno . Mae'n rhaid dilyn y drefn yn deg a chyson, ac mae'n rhaid ei dilyn bob amser, a hynny heb eithriad.

7.1 CYFWELIADAU ADOLYGU ABSENOLDEB SALWCH FFURFIOL

- 7.1.1 Yn dilyn cyrraedd un neu fwy o'r pwyntiau sbarduno, mae'n ofynnol i'r aelod staff fynychu **Cyfweliad Adolygu Absenoldeb Salwch Ffurfiol** gyda'r rheolwr llinell. Mae'r pwyntiau sbarduno fel a ganlyn:
- 5 neu fwy o achlysuron o absenoldebau salwch o fewn unrhyw gyfnod o 3 mis
 - 10 neu fwy o ddyddiau o absenoldeb salwch (boed y rheini'n ddyddiau gwaith ai peidio) o fewn unrhyw gyfnod o 3 mis
 - patrymau clir megis absenoldeb aml ar ddydd Gwener neu ddydd Llun.
 - Unrhyw amgylchiad rhesymol arall y mae'r rheolwr yn ei ystyried yn amheus, megis methiant rheolaidd i gofnodi rheswm dros absenoldeb.
- 7.1.2 Bydd yr aelod staff yn derbyn rhybudd o 7 niwrnod calendr o'r **Cyfweliad Adolygu Absenoldeb Salwch Ffurfiol**, ond fe ellir cynnal y cyfweliad cyn hynny os yw'r unigolyn dan sylw yn cytuno.
- 7.1.3 Pwrpas y Cyfweliad Adolygu Absenoldeb Salwch Ffurfiol yw hysbysu'r aelod staff fod ei gofnod/chofnod absenoldeb wedi cyrraedd un o'r pwyntiau sbarduno a bod rhaid delio gyda'r mater yn unol â'r drefn ffurfiol. Bydd hefyd yn fodd o ddod i gasgliad ynghylch beth sy'n achosi'r broblem absenoldeb a sut y gellid delio â hi. Gall rheolwr llinell mewn rhai achosion tynnu sylw'r aelod staff at sut y mae'r absenoldeb yn cael effaith andwyol ar yr Ysgol, ac yn ei hysbysu ef/hi o'r angen am welliant a beth fyddai canlyniad methu â gwneud hynny. Bydd yr aelod staff yntau/hithau yn cael y cyfle i esbonio'r cofnod absenoldeb a thrafod unrhyw faterion perthnasol. Gall penaethiaid / rheolwyr llinell ddefnyddio unrhyw gofnodion sy'n berthnasol i absenoldeb salwch diweddar yr unigolyn wrth baratoi ar gyfer cynnal y Cyfweliad Adolygu Absenoldeb Salwch Ffurfiol.
- 7.1.4 Pan fo hynny'n angenrheidiol, dylid cytuno ar dargedau penodol a mesuradwy ar gyfer gwella'r sefyllfa. Wrth osod targedau gwella mae'n rhaid rhoi ystyriaeth lawn i unrhyw resymau meddygol neu fel arall a allai fod yn arwain at yr absenoldeb ac fe fydd yr aelod staff yn derbyn y cynnig o gymorth posib er mwyn ei gynorthwyo/chynorthwyo i gyrraedd y targedau hynny. Mae'n bwysig nodi yn y fan hyn bod disgwyl i bennaeth/ rheolwr llinell gosod targedau rhesymol os nad yw cytundeb gyda'r aelod o staff yn bosib. (Gan nad yw'n achos disgwyblu nid oes hawl cyfreithiol gan yr aelod o staff derbyn cymorth swyddog undeb yn y cyfarfod hwn.) Cyn hynny ddigwydd dylid cynghori'r aelod o staff i gysylltu â'i gynrychiolydd undeb. Dylai'r rheolwr llinell cysylltu gyda'r Adran Addysg cyn gosod y targedau.
- 7.1.5 Wrth lunio cynllun gweithredu ar gyfer gwella, gall y rheolwr llinell trwy'r Adran Addysg, gyfeirio'r aelod staff at y Meddyg Iechyd Galwedigaethol ar gyfer barn feddygol. Gellid hefyd gofyn am gyngor meddygol wrth ystyried pa gefnogaeth y dylid ei chynnig er mwyn delio â'r broblem.
- 7.1.6 Yn ystod y **Cyfweliad Adolygu Absenoldeb Salwch Ffurfiol** bydd y rheolwr llinell yn cytuno ar drefniadau adolygu. Pwrpas unrhyw Gyfarfod Adolygu fydd asesu a fu gwelliant yn erbyn y targedau. Dylid sicrhau fod yr ysgol yn bodloni gofynion Dyletswyddau Gofal (Duty of Care). **Ni fydd y Cyfarfod Adolygu yn cael ei gynnal am o leiaf chwe wythnos a dim hwyrach na thri mis yn dilyn y Cyfweliad Adolygu Absenoldeb Salwch Ffurfiol.**

7.1.7 Bydd pob Cyfweiliad Adolygu Absenoldeb Salwch Ffurfiol yn cael ei gofnodi a'i gadw'n gyfrinachol, a bydd yr aelod staff yn derbyn copi o'r cofnod a chyfle i wirio'r materion ffeithiol.

7.2 CYFARFODYDD ADOLYGU

7.2.1 Yn y Cyfarfod Adolygu bydd y rheolwr llinell yn asesu a fu gwelliant boddhaol wrth gyrraedd y targedau. Adeg yr adolygu mae gan y pennaeth /rheolwr llinell y dewisiadau a ganlyn:

- a) Os yw o'r farn bod y gweithiwr wedi dangos gwelliant boddhaol, gall roi gwybod iddo/i ef/hi am hyn ac na fyddir yn cymryd camau pellach. Yna gwneir cofnod yn cau'r achos.
- b) Os yw o'r farn bod y gweithiwr wedi dangos rhyw gymaint o welliant, ond dim digon neu ddim gwelliant o gwbl, dylai ymgynghori gyda Swyddog Personél Yr Adran Addysg a fydd yn medru rhoi cyngor ar ba un o'r camau a ganlyn i'w cymryd:
 - (i) trefnu ail Gyfweiliad Adolygu Absenoldeb Salwch Ffurfiol er mwyn gosod rhagor o dargedau. Bydd Swyddog o'r Adran Addysg yn bresennol yn yr ail-gyfweiliad er mwyn sicrhau cydymffurfiaeth â phrosesau cytunedig a/neu;
 - (ii) cyfeirio'r gweithiwr at y Meddyg Iechyd Galwedigaethol am gyngor ynghylch cymorth y gellid ei gynnig i gynorthwyo'r gweithiwr i wella ei b(ph)resenoldeb a/neu;
 - (iii) datgan y bydd dechrau camau disgyblu gan gynghori'r aelod fod hawl ganddo fo i dderbyn cymorth Undebol.

7.2.2 Bydd pob Cyfarfod Adolygu yn cael ei gofnodi a'i gadw'n gyfrinachol, a bydd yr aelod staff yn derbyn copi o'r cofnod ac ynddo fanylion y canlyniad a'r camau y bwriedir eu cymryd, os oes bwriad i gymryd rhai o gwbl. Lle bo rheolwr llinell yn cynnal y cyfarfod, mae gan y pennaeth hawl i gopi o'r cofnodion yn rhinwedd ei swydd.

7.2.3 Lle penderfynir cynnal Ail Gyfweiliad Adolygu Absenoldeb Salwch Ffurfiol, byddir yn dilyn yr un drefn ac a nodir yn 7.1 a chynhelir Cyfarfod Adolygu wedi hynny fel ac a nodir yn 7.2. **Nid oes modd cynnal mwy na dau Gyfweiliad Ffurfiol i Adolygu Absenoldeb Salwch yng nghyswllt yr un cyfnod o salwch.**

8.0 COFNODION

8.1 Pan y bydd cofnod absenoldeb aelod o staff yn cael ei thrin yn unol â Threfn Ddisgyblu'r Ysgol, gellir defnyddio pob Cyfweiliad Dychwelyd i'r Gwaith, Cyfweiliad Ffurfiol i Adolygu Absenoldeb Salwch a chofnodion Cyfarfodydd Adolygu fel tystiolaeth. Dylai pob cofnod felly fod yn adlewyrchiad cywir o'r trafodaethau a fu rhwng yr aelod staff a'r rheolwr(wyr).

8.2 Bydd pob cofnod yn cael ei gadw yn gyfrinachol yn unol â Deddf Diogelu Data 1998. Mae'n rhaid i bennaeth / reolwyr bob amser ddelio â chofnodion personol mewn modd sensitif, cyfrifol a chyfrinachol.

9.0 ABSENOLDEB SALWCH TYMOR HIR

Bydd gweithwyr sydd yn wirioneddol ddioddef o gyfnodau rheolaidd o salwch tymor byr ag o gyfnodau unigol sylweddol o absenoldeb oherwydd salwch difrifol, anaf neu salwch meddyliol yn cael eu trin yn deg ac yn gyson.

Adran Addysg Gwynedd

Yn hynny o beth, bydd yn rhaid ystyried natur ac anghenion yr ysgol sy'n cyflogi'r aelod staff. Mae'r Adran Addysg yn cydnabod fod gweithwyr sydd yn absennol am gyfnod hwy na 20 diwrnod gwaith olynol (neu 1 mis) gyfystyr a bod ar absenoldeb tymor hir.

Fodd bynnag mae'n ymarfer da i gymryd camau cyn cyrraedd y pwynt hwn. Pan fo aelod staff ar absenoldeb salwch tymor hir dylid dilyn y drefn ganlynol:

- 9.1** Bydd y rheolwr llinell yn ffonio'r aelod staff pythefnos wedi'r diwrnod cyntaf o absenoldeb er mwyn holi sut mae ei iechyd ef/hi ac i ddod i gasgliad ynghylch pa mor hir y bydd yr unigolyn yn absennol. Bydd y rheolwr llinell yn cynnig cefnogaeth briodol ac yn cytuno ar drefniadau i gysylltu'n gyson ee 2-3 wythnos â'r aelod o staff yn er mwyn bod yn ymwybodol o unrhyw welliant, nodi unrhyw gyfleoedd ar gyfer cynnig cefnogaeth bellach a phenderfynu os dylid cymryd unrhyw gamau eraill.
- 9.2** Ar ôl ymgynghori gyda Swyddog Personél a/neu Uwch Reolwr o'r Adran Addysg, gall y rheolwr llinell gofyn i gyfeirio'r aelod staff at y **Meddyg Iechyd Galwedigaethol**, trwy'r Adran Addysg, am farn feddygol ar unrhyw adeg yn ystod yr absenoldeb os yw'r amgylchiadau yn awgrymu y dylid gwneud hynny, neu os byddai o gymorth i'r rheolwr llinell wrth ddod i benderfyniad. Yn dilyn mis o absenoldeb di-dor (20 diwrnod gwaith), neu os yw'r aelod staff yn datgan ei fod ef/hi yn dioddef o straen (p'run bynnag os yw'r straen yn gysylltiedig â'r gwaith ai peidio) ac ar ôl ymgynghori gyda Swyddog Personél neu Uwch Reolwr o'r Adran Addysg, mae'n rhaid i'r rheolwr llinell gyfeirio'r aelod staff at y Meddyg Iechyd Galwedigaethol trwy'r Adran Addysg. Mae'n rhaid i'r rheolwr llinell drafod y manylion cyfeirio â'r aelod staff a chodi ymwybyddiaeth Cadeirydd y Llywodraethwyr o'r sefyllfa. Pwrpas y broses cyfeirio yw dod i benderfyniad ynghylch a yw'r aelod staff yn ddigon iach i ymgymryd â'r gwaith y mae ef/hi wedi cytuno i'w wneud, pa fath o addasiadau y gellid eu gwneud i ddyletswyddau'r gweithwyr a/neu'r gweithle er mwyn hwyluso dychwelyd i'r gwaith, a/neu bryd y gall ef/hi yn rhesymol ddychwelyd i'r gwaith, os o gwbl. Os ceir barn feddygol sy'n nodi nad yw athro/awes yn abl i ddychwelyd, neu'n annhebygol o allu dychwelyd, trefnir cyfarfod gyda'r athro/awes a'u cynrychiolydd i ystyried yr opsiynau posib. Gall hyn fod yn ddiswyddiad ar sail iechyd. Mater i'r unigolyn mewn sefyllfa o'r fath yw cyflwyno cais am Ymddeoliad Oherwydd Gwaeledd gyda Chynllun Pensiwn yr Athrawon.
- 9.3** Os yw'r dystiolaeth yn dangos naill ai fod angen gwneud addasiadau i ddyletswyddau'r gweithwyr a/neu'r gweithle mae'n rhaid i Gorff Llywodraethu penderfynu os yw hynny'n rhesymol ac yn ymarferol posib neu, os yw'n dangos fod achosion clir o gamddefnydd o absenoldebau neu batrymau amlwg i'r absenoldebau, mae disgwyl i'r Llywodraethwyr dilyn y gweithdrefnau cyfredol ar gyfer disgyblu aelodau o staff.

Atodiad 1 -

TREFN HYSBYSU AM ABSENOLDEB SALWCH YR YSGOL

Diwrnod 1af yr Absenoldeb

Mae'n rhaid i'r aelod o staff hysbysu ei reolwr llinell cyn gynted âg sy'n ymarferol posib, gan roi'r rheswm dros y salwch ac awgrymiad o ba mor hir y bydd yn absennol o'r gwaith. Mae disgwyl i bob aelod o staff dychwelyd i'w man gwaith y diwrnod canlynol os na cheir gwybodaeth pendant i'r gwrthwyneb gan yr aelod. Os nad yw'n bosib i'r aelod dychwelyd i'w gwaith y diwrnod dilynol disgwylir iddo/iddi ffonio'r ysgol cyn diwedd y dydd gan ddilyn y trefniadau cytunedig lleol.

2il a 3ydd Diwrnod o Absenoldeb

Dim angen gweithredu, ond os yw'r aelod staff yn dychwelyd i'r gwaith ar unrhyw un o'r dyddiau hyn, mae'n rhaid iddo/iddi hysbysu'r rheolwr llinell /pennaeth o hynny a chwblhau ac arwyddo'r ddogfen briodol gan roi rheswm dros yr absenoldeb. Mae'n rhaid i'r rheolwr / pennaeth arwyddo'r ddogfen hon hefyd.

4ydd Diwrnod yr Absenoldeb

Mae'n rhaid i'r aelod staff gadarnhau â'r rheolwr llinell ei fod/bod yn parhau yn absennol o'r gwaith, ac os yn bosibl, cadarnhau'r dyddiad dychwelyd i'r gwaith. Os yw'r unigolyn yn dychwelyd ar y 4ydd diwrnod mae'n rhaid iddo/iddi hysbysu'r rheolwr llinell o hynny a chwblhau ac arwyddo'r dogfennau priodol.

5ed, 6ed a 7fed Diwrnod yr Absenoldeb

Os yw'r unigolyn yn dychwelyd ar y 5ed, 6ed neu'r 7fed diwrnod mae'n rhaid i'r aelod staff hysbysu ei reolwr/rheolwr llinell o hynny a chwblhau ac arwyddo'r dogfennau priodol.

8fed Diwrnod yr Absenoldeb

Mae'n rhaid i'r aelod staff gwblhau ac arwyddo'r dogfennau priodol. Bydd y dogfennau hynny'n ardystiad i'r absenoldeb am y 7 niwrnod olynol cyntaf (nid oes gwahaniaeth os oedd y diwrnodau hyn yn ddiwrnodau gwaith ai peidio), ond mae'n rhaid cyflwyno tystysgrif feddygol ar gyfer y gweddill o'r absenoldeb.

Atodiad 2

DOGFENNAETH PERTHNASOL

SA1

CYFRINACHOL



Adran Addysg

FFURFLEN COFNODI ABSENOLDEB SALWCH

BYDD Y FFURFLEN HON YN CAEL EI DEFNYDDIO FEL COFNOD HUNANARDYSTIO

Rhaid llenwi'r ffurflen hon ar gyfer pob cyfnod o absenoldeb salwch. Os yw'r gweithiwr yn absennol am lai na 7 diwrnod olynol (p'run a yw'r rhain yn ddyddiau gwaith ai peidio) mae modd llenwi'r ffurflen unwaith y bydd yn ôl yn ei (g)waith. Fel arall, os bydd y gweithiwr yn absennol am gyfnod hwy, dylai rheolwr llinell y gweithiwr ei llenwi yn rhannol (cymaint â phosib) a'i chadw mewn man cyfrinachol ac yna'r gweithiwr ei chadarnhau cyn gynted â phosib.

A) I'W LLENWI GAN Y GWEITHIWR

Unwaith y byddwch wedi'i llenwi, dylid trosglwyddo'r ffurflen i'ch rheolwr llinell / pennaeth a fydd yn ei hardystio, yn sicrhau y bydd yn cael ei hanfon yn syth at y swyddog perthnasol yn Yr Adran Addysg ac yn cynnal gyfweiliad Dychwelyd i'r Gwaith.

1 MANYLION PERSONOL:

1.1 Enw:

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1.2 Rhif Cyflog:

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1.3 Teitl Swydd:

.....

1.4 Ysgol.....

2 HYD YR ABSENOLDEB:

2.1 Diwrnod a dyddiad

cyntaf yr absenoldeb:.....am/pm

2.2 Diwrnod a dyddiad

olaf yr absenoldeb:am/pm

2.3 Diwrnod a dyddiad y

daethoch yn ôl i'r gwaith:am/pm

2.4 Nifer y dyddiau gwaith y buoch yn

absennol (yn cynnwys ½ diwrnodau)* :

*Os nad ydych yn gwybod union nifer y dyddiau y buoch yn absennol, dylech nodi nifer yr wythnosau neu fisoedd .

- o Os ydych wedi bod yn absennol am **yn hwy na 7 diwrnod yn olynol** (p'run a yw'r rhain yn ddyddiau gwaith ai peidio), a fydddech cystal â rhoi tystysgrif oddi wrth eich meddyg ynghlwm wrth y ffurflen hon.
- o Os ydych yn dychwelyd i'r gwaith yn gynt nag ar y dyddiad sydd ar eich datganiad gwreiddiol oddi wrth eich meddyg, a fydddech cystal â rhoi tystysgrif newydd oddi wrth eich meddyg sy'n cadarnhau eich bod yn iach i dychwelyd i'r gwaith ynghlwm wrth y ffurflen hon.

3

RHESWM (RHESYMAU) AM YR ABSENOLDEB:

3.1 *Dyma oedd y rheswm (rhesymau) am fy absenoldeb* (a fyddech cystal â nodi manylion eich salwch neu anaf, heb ddefnyddio geiriau megis 'salwch' neu 'dim yn teimlo'n dda'):

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3.2 Problemau cefn neu wddf Problemau cyhyrysgerbydol eraill Heintiau (gan gynnwys annwyd a'r ffliw) Straen, iselder ysbryd, pryder, neurasthenia, iechyd meddwl a blinder Yn gysylltiedig â beichiogrwydd Niwrolegol (gan gynnwys cur yn y pen a meigrin) Cenhedlol-droethol (gan gynnwys problemau misglwyf) Stumog, iau, arenau (gan gynnwys gastro-enteritis) Calon, pwysedd gwaed a chylchrediad Brest & anadlol (yn cynnwys heintiau ar y frest) Llygaid, clustiau, trwyn, ceg / deintyddol (yn cynnwys sinusitis) Arall

4

ABSENOLDEB YN SGIL GWAITH

4.1 Oedd yr absenoldeb yn sgil gwaith? **O / N**

Os 'oedd', a fyddech cystal â darllen yr wybodaeth a ganlyn a llenwi'r bocs isod:

PWYSIG: Gydag achosion pan fo'r salwch yn sgil gwaith **RHAID** cyflwyno **rhif unigryw** oddi ar y ffurflen **HS11** (Ffurflen yn rhoi gwybod am Ddamweiniau, Heintiau, Digwyddiadau Peryglus neu Ddigwyddiadau Treisgar) i sicrhau bod trefniadau cywir yn cael eu gwneud ar gyfer tâl salwch. Gallai methu â gwneud hyn gael effaith ar eich lwfans tâl salwch. Dylid anfon y ffurflen wreiddiol at y swyddog perthnasol yn yr Uned Personel/Cyflogau o'r Gwasanaeth Ysgolion mewn amlen ac arni'r gair 'cyfrinachol'. Os bydd y gweithiwr yn absennol am **yn hwy na 3 diwrnod** (p'run a yw'r rhain yn ddyddiau gwaith ai peidio) cyfrifoldeb y rheolwr llinell / pennaeth yw llenwi ffurflen HS11, ei hanfon a chofnodi'r rhif unigryw isod:

Rhif unigryw HS11 :

5	<p><u>ABSENOLDEB YN SGIL BEICHIOWRHYDD, MAMOLAETH AC ANABLEDD</u></p> <p>5.1 Os yw'n berthnasol, a fydddech cystal â nodi a oedd eich salwch yn gysylltiedig â'r isod:</p> <p>Beichiogrwydd <input type="checkbox"/> Mamolaeth <input type="checkbox"/> Anabledd <input type="checkbox"/></p> <p>Nid oes raid i chi roi'r wybodaeth hon ond efallai y bydd o gymorth i'r Cyngor ddelio â'ch cofnod salwch yn fwy priodol. Mae'r Ddeddf Gwahaniaethu ar Sail Anabledd 1995 yn diffinio person anabl fel unrhyw un "gyda nam corfforol neu feddyliol sydd ag effaith andwyol a hirdymor ar ei (g)allu i gyflawni gweithgareddau beunyddiol arferol."</p>
6	<p><u>ARDYSTIAD:</u></p> <p><i>Rydw i'n tystio i mi fod yn absennol o'r gwaith oherwydd salwch yn ystod y cyfnod uchod</i></p> <p>6.1 Llofnod y gweithiwr: 6.2 Dyddiad:</p> <p>A fydddech cystal â nodi y gallai gwneud datganiad ffug arwain at gamau disgyblu a'ch tâl salwch yn dod i ben</p>
7	<p><u>B) I'W LLENWI GAN Y RHEOLWR LLINELL</u></p> <p>7.1 Rydw i'n tystio i mi:</p> <p><input type="checkbox"/> Sicrhau bod yr ardystiad angenrheidiol wedi'i llenwi a'i fod ynghlwm wrth y ffurflen hon</p> <p><input type="checkbox"/> Cynnal cyfweiliad Dychwelyd i'r Gwaith yn unol â'r Drefn Rheoli Absenoldeb Salwch</p> <p><input type="checkbox"/> <u>Os oedd yr absenoldeb yn sgil gwaith:</u> sicrhau bod ffurflen HS11 wedi'i llenwi a'i hanfon at Ymgynghorydd Iechyd, Diogelwch a Lles y Gyfadran a bod y rhif unigryw wedi'i nodi uchod</p> <p>7.2 Enw'r Rheolwr Llinell:</p> <p>7.3 Llofnod y Rheolwr Llinell: 7.4 Dyddiad:</p> <p>DYLECH ANFON Y FFURFLEN HON AT Y SWYDDOG PERTHNASOL YN UNED GWASANAETHAU PERSONEL/CYFLOGAU Y GWASANAETH YSGOLION, GAN NODI 'CYFRINACHOL' AR YR AMLLEN.</p>

Bwriad y cofnod hwn yw rhoi gwybodaeth gywir am resymau am absenoldeb er mwyn:

- hwyluso'r gwaith o dalu'r tâl salwch cywir
- monitro lefelau absenoldeb a rhesymau am absenoldeb ar draws y Cyngor (heb nodi achosion unigol)
- ei gwneud yn bosib i reolwyr llinell fonitro ac ymateb i lefelau absenoldeb unigol.

Mae'r holl gofnodion yn cael eu cadw'n gyfrinachol . Mae hawl gan weithwyr i weld eu cofnodion absenoldeb unigol a gallant wneud hyn trwy gysylltu â'u rheolwr llinell / pennaeth

SA2

CYFRINACHOL



Adran Addysg

DYCHWELYD I'R GWAITH - FFURFLEN CYFWELD

RHAID LLENWI'R FFURFLEN HON AR GYFER POB CYFNOD O ABSENOLDEB SALWCH

I'w llenwi gan y rheolwr llinell mewn ymgynghoriad â'r gweithiwr

1	<p><u>MANYLION Y GWEITHIWR</u></p> <p>1.1 Enw: 1.2 Rhif Cyflog</p> <p>1.3 Teitl y Swydd:</p> <p>1.4 Ysgol:</p>
2	<p><u>MANYLION Y RHEOLWR LLINELL / PENNAETH</u></p> <p>2.1 Enw: 2.2: Teitl y Swydd:</p>
3	<p><u>MANYLION YR ABSENOLDEB</u></p> <p>3.1 Diwrnod a dyddiad cyntaf yr absenoldeb : am/pm</p> <p>3.2 Diwrnod a dyddiad olaf yr absenoldeb: am/pm</p> <p>3.3 Nifer y dyddiau gwaith yn absennol (yn cynnwys ½ diwrnodau)*:</p> <p>* Os nad ydych yn gwybod union nifer y dyddiau o absenoldeb, dylech nodi nifer yr wythnosau neu fisoedd.</p>
4	<p><u>DYCHWELYD I'R GWAITH</u></p> <p>4.1 Ydi'r gweithiwr yn cadarnhau ei bod/fod yn iach i ddychwelyd i'r gwaith: Y / N Y</p> <p>Os yw'r gweithiwr yn dychwelyd i'r gwaith cyn y dyddiad a roddwyd ar ei th/dystysgrif wreiddiol gan y meddyg:</p> <p>4.2 Ydi'r gweithiwr wedi cyflwyno tystysgrif feddygol oddi wrth ei meddyg yn cadarnhau ei bod/fod yn iach i ddychwelyd i'r gwaith: Y / N Y</p> <p>Os 'Nac Ydi', ni ddylai'r gweithiwr dychwelyd i'r gwaith hyd oni bydd y dystysgrif hon wedi'i chyflwyno.</p>

5 Y CYFWELIAD

Dylid defnyddio'r adran a ganlyn i nodi unrhyw reswm (resymau) sylfaenol am absenoldeb(au) salwch y gweithiwr a sut y mae modd ei chynorthwyo i wella presenoldeb.

PAN FO'R ABSENOLDEB SALWCH YN UN SYML A DIDRAFFERTH, NI FYDD RAID LLENWI'R ADRAN A GANLYN MEWN UNRHYW FANYLDER A CHAIFF RHEOLWYR LLINELL / PENNAETH ROI TIC YN Y BLWCH 'AMHERTHNASOL' FEL BO'N BRIODOL.

5.1 Dyddiad y Cyfweliad: **5.2 Lleoliad y Cyfweliad:**

5.3 Pobl eraill yn bresennol yn y cyfweliad:

5.4 Manylion y materion a drafodwyd, gan gynnwys rheswm (rhesymau) y gweithiwr am ei (h)absenoldeb:

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5.5 Manylion y gefnogaeth a gynigir i'r gweithiwr:

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Amherthnasol

5.6 Lle bo raid, a fyddech cystal a rhoi manylion y camau y cytunwyd arnynt, gan gynnwys amserlenni a thargedau gwella anffurfiol:

(A fyddech cystal â nodi y gallai camau neu dargedau fod yn ymwneud ag un ai'r gweithiwr **neu'r** rheolwr llinell, y gallent gynnwys materion megis addasu'r llwyth gwaith neu natur y dyletswyddau)

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Amherthnasol

6 GWYBODAETH YCHWANEGOL

6.1 Os honnir bod yr absenoldeb yn sgil gwaith, a roddwyd gwybod amdano? Do Naddo

6.2 Ydych chi'n dymuno cyfeirio'r gweithiwr at Feddyg Iechyd Galwedigaethol? Ydw Nac Ydw

* Os 'Do' neu 'Ydw', a fyddech cystal â llenwi ffurflen R1 a'i hanfon at Swyddog Personél Yr Adran Addysg.

7 PWYNTIAU SBARDUNO AR GYFER CYFEIRIO AT Y DREFN FFURFIOL AR GYFER ABSENOLDEB TYMOR BYR NIFERUS

7.1 A fyddech cystal â rhoi tic i nodi a yw'r gweithiwr wedi cyrraedd unrhyw un o'r pwyntiau sbarduno a ganlyn:

- 3 neu fwy o absenoldebau salwch o fewn cyfnod o 3 mis
- 10 diwrnod neu fwy o absenoldeb salwch o fewn cyfnod o 3 mis
- Patrymau y mae modd eu hadnabod megis bod yn absennol yn aml ar ddydd Gwener neu ddydd Llun
- Amgylchiadau eraill sydd, ym marn y rheolwr, yn broblem, megis methu, dro ar ôl tro, â chofnodi rheswm dilys am yr absenoldeb salwch (a fyddech cystal â rhoi manylion):

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7.2 Os yw'r gweithiwr wedi cyrraedd un neu fwy o'r pwyntiau sbarduno, a fyddech cystal â rhoi tic i gadarnhau eich bod wedi rhoi gwybod iddo/iddi y gwneir trefniadau am Gyfweliad Adolygu Absenoldeb Salwch Ffurfiol

8 ARDYSTIO

Rydw i'n tystio i mi gyfsweld y gweithiwr uchod yn unol â'r Drefn Rheoli Absenoldeb Salwch a darparu ef/hi gyda copi o'r ffurflen hon:

8.1 Llofnod y Rheolwr Llinell Pennaeth: **8.2 Dyddiad:**

Adran Addysg Gwynedd

9	<u>I'W LLENWI GAN Y GWEITHIWR</u> <i>Rydw i'n tystio i mi gael fy nghyfweld yn unol â'r Drefn Rheoli Absenoldeb Salwch, a bod y nodiadau uchod yn gofnod cywir o'r drafodaeth:</i> 9.1 Llofnod y Gweithiwr: 9.2 Dyddiad:
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Bwriad y cofnod hwn yw ei gwneud yn bosib i reolwyr llinell / penaethiaid fonitro a gwella lefelau absenoldeb salwch unigol yn llwyddiannus. Bydd y cofnod hwn yn cael ei gadw'n gyfrinachol gan y rheolwr llinell / pennaeth. Caiff cofnodion eu cadw am flwyddyn ac yna eu dinistrio, oni bai bod Adolygiad Absenoldeb Salwch Ffurfiol yn parhau. Bryd hynny, bydd cofnodion sy'n ymwneud â'r achos yn cael eu cadw'n gyfrinachol gan Swyddog Personél Yr Adran Addysg hyd oni bydd wedi'i ddatrys ac yna cânt eu dinistrio ar ôl blwyddyn. Mae hawl gan weithwyr i weld eu cofnodion absenoldeb unigol a gallant wneud hyn trwy gysylltu â'u rheolwr llinell/ pennaeth.

SA3

CYFRINACHOL

ADRAN ADDYSG

FFURFLEN CYFWELIAD ADOLYGU ABSENOLDEB SALWCH FFURFIOL

Dylai'r ffurflen hon gael ei llenwi gan y rheolwr mewn ymgynghoriad â'r gweithiwr



Unwaith y bydd gweithiwr yn cyrraedd un neu fwy o'r **pwytiau sbarduno penodol**, rhaid iddo/iddi fynychu Cyfweiliad Adolygu Absenoldeb Salwch Ffurfiol gyda'i r(h)eolwr llinell / pennaeth, a hynny yn unol â'r Drefn Ffurfiol ar gyfer Absenoldeb Tymor Byr Niferus.

Byddir yn cytuno â thargedau gwella gyda'r gweithiwr fel bo'n briodol gyda **Chyfarfod Adolygu** yn cael ei gynnal dim llai na 6 wythnos a dim hwyrach na 3 mis ar ôl y cyfweiliad er mwyn canfod a gafwyd gwelliant boddhaol.

Nid yw Cyfweiliadau Adolygu Absenoldeb Salwch Ffurfiol na Chyfarfodydd Adolygu dilynol yn rhan o'r Drefn Ddisgyblu.

RHAN 1 - CYFWELIAD	
1	<p><u>MANYLION Y GWEITHIWR</u></p> <p>1.1 Enw: 1.2 Rhif Cyflog:</p> <p>1.3 Teitl y Swydd:</p> <p>1.4 Ysgol:</p>
2	<p><u>MANYLION Y RHEOLWR</u></p> <p>2.1 Enw:</p> <p>2.2 Teitl y swydd:</p>

3	<p><u>MANYLION YR ABSENOLDEB MWYAF DIWEDDAR</u></p> <p>3.1 Diwrnod a dyddiad cyntaf yr absenoldeb : am/pm</p> <p>3.2 Diwrnod a dyddiad olaf yr absenoldeb: am/pm</p> <p>3.3 Nifer y dyddiau gwaith yn absennol (yn cynnwys ½ diwrnodau)*:</p> <p>Os nad ydych yn gwybod union nifer y dyddiau o absenoldeb, dylech nodi nifer yr wythnosau neu fisoedd.</p>
4	<p><u>MANYLION Y CYFWELIAD</u></p> <p>4.1 A fydddech cystal â nodi a ydych yn cynnal y Cyfweliad Adolygu Absenoldeb Salwch Ffurfiol cyntaf ynteu'r ail:</p> <p><input type="checkbox"/> Y CYNTAF <input type="checkbox"/> YR AIL</p> <p>AR GYFER CYFWELIADAU FFURFIOL <u>CYNTAF</u> I ADOLYGU ABSENOLDEB SALWCH YN UNIG:</p> <p>4.2 A fydddech cystal â rhoi tic i nodi pa un o'r pwyntiau sbarduno penodol y mae'r gweithiwr wedi'i gyrraedd:</p> <p><input type="checkbox"/> 3 neu fwy o absenoldebau salwch o fewn cyfnod o 3 mis</p> <p><input type="checkbox"/> 10 diwrnod neu fwy o absenoldeb salwch o fewn cyfnod o 3 mis</p> <p><input type="checkbox"/> Patrymau y mae modd eu hadnabod megis bod yn absennol yn aml ar ddydd Gwener neu ddydd Llun</p> <p><input type="checkbox"/> Amgylchiadau eraill sydd, ym marn y rheolwr, yn broblem, megis methu, dro ar ôl tro, â chofnodi rheswm dilys am yr absenoldeb salwch (a fydddech cystal â rhoi manylion llawn):</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>4.3 Dyddiad y cyfweliad: 4.4 Lleoliad y cyfweliad:</p> <p>4.5 Pobl eraill yn bresennol yn y cyfweliad:.....</p>

Adran Addysg Gwynedd

Targed(au) Gwella Ffurfiol	Cyfrifoldeb
<p><u>Enghreifftiau:</u> - Adolygu'r llwyth gwaith a gwneud newidiadau angenrheidiol. Monitro'r canlyniadau am ddau fis - Peidio a chymryd Dydd Llun i ffwrdd yn rheolaidd, a darparu tystysgrif meddyg am unrhyw absenoldeb ar Ddydd Llun</p>	<p>Rheolwr Llinell Gweithiwr</p>
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>5.4 Dyddiad y cytunwyd arno ar gyfer y Cyfarfod Adolygu:</p> <p>A fyddech cystal â nodi bod <u>raid</u> i chi gynnal Cyfarfod Adolygu, hyd yn oed lle nad oes targedau gwella wedi'u gosod.</p>	
<p>6</p> <p><u>ARDYSTIO</u>6.1 Rydw i'n tystio i mi:</p> <p><input type="checkbox"/> Cyfweld y gweithiwr yn unol â'r Drefn Ffurfiol ar gyfer Absenoldeb Salwch Tymor Byr Niferus</p> <p><input type="checkbox"/> Egluro i'r gweithiwr ganlyniadau methu â chyrraedd y targedau y cytunwyd arnynt</p> <p><input type="checkbox"/> Rhoi copi o rhan 1 o'r ffurflen hon i'r gweithiwr</p> <p>6.2 Llofnod y rheolwr llinell / pennaeth: 6.3 Dyddiad:</p>	

7	<p><u>I'W LLENWI GAN Y GWEITHIWR:</u></p> <p><i>Tystiaf i mi gael fy nghyfweld yn unol â'r Drefn Ffurfiol ar gyfer Absenoldeb Salwch Tymor Byr Niferus, a bod y nodiadau uchod yn gofnod cywir o'r drafodaeth. Rwy'n deall os wyf, dro ar ôl tro, yn methu â dangos gwelliant boddhaol er gwaethaf cefnogaeth cyson, byddir yn ymdrin â mi yn unol â Threfn Ddisgyblu'r Cyngor:</i></p> <p>7.1 Llofnod y gweithiwr: 7.2 Dyddiad:</p>
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<p><u>CYFARWYDDIADAU I REOLWYR</u></p> <p>Dylech yn awr gadw'r ffurflen hon mewn man cyfrinachol, i'w chwblhau yn y Cyfarfod Adolygu (rhan 2).</p>

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1.5 A fyddech cystal â rhoi tic yn y blwch perthnasol i nodi canlyniad y Cyfarfod Adolygu a datgan eich rhesymau dros ddewis y weithred:

- Dim angen gweithredu ymhellach – achos wedi cau
 - Cyfeirio at y Meddyg Iechyd Galwedigaethol am gyngor ynghylch cymorth y gellid ei gynnig i gynorthwyo'r gweithiwr i wella ei presenoldeb
 - Cynnal ail Gyfweiliad Adolygu Absenoldeb Ffurfiol
 - Cyfeirio'r achos at y Drefn Disgyblu
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-

2 ARDYSTIO

2.1 Rydw i'n tystio i mi:

A fyddech cystal â rhoi tic i gadarnhau:

- Cynnal Cyfarfod Adolygu yn unol â'r Drefn Ffurfiol ar gyfer Absenoldeb Salwch Tymor Byr Niferus
- Egluro canlyniad y cyfarfod i'r gweithiwr, gan gynnwys y weithred y bwriedir ei chyflawni, os o gwbl
- Rhoi copi o rhan 2 o'r ffurflen hon i'r gweithiwr

2.2 Llofnod y rheolwr: **2.3 Dyddiad:**

3 I'W LLENWI GAN Y GWEITHIWR

Tystiaf i mi fynd i Gyfarfod Adolygu yn unol â'r Drefn Ffurfiol ar gyfer Absenoldeb Salwch Tymor Byr Niferus, a bod y nodiadau uchod yn gofnod cywir o'r drafodaeth:

3.1 Llofnod y gweithiwr: **3.2 Dyddiad:**

CYFARWYDDIADAU I REOLWYR:

Dylech rwan anfon y ffurflen orffenedig (rhannau 1 a 2) ynghyd ag unrhyw ffurflenni **SA2** (Cyfweiliad Dychwelyd i'r Gwaith) yn ymwneud â'r achos at Swyddog Personél Yr Adran Addysg mewn amlen ac arni'r gair 'Cyfrinachol'.

Adran Addysg Gwynedd

Bwriad y cofnod hwn yw ei gwneud yn bosib i reolwyr fonitro a gwella lefelau absenoldeb salwch unigol yn llwyddiannus. Bydd y cofnod hwn yn cael ei gadw'n gyfrinachol. Caiff cofnodion eu cadw am flwyddyn ac yna eu dinistro neu eu cadw hyd oni bydd yr achos wedi'i ddatrys ac yna cânt eu dinistro o fewn blwyddyn. Mae hawl gan weithwyr i weld eu cofnodion absenoldeb unigol a gallant wneud hyn trwy gysylltu â'u rheolwr llinell / pennaeth.

Policy on Managing Sickness Leave

1.0 INTRODUCTION

The aim of this policy is to promote and maintain the physical, mental and social well-being of every employee at the School.

1.3 This system has been established to make provision for and manage a pro-active and supportive method to improve school staff attendance.

The system enables the manager to effectively handle any case when an unacceptable level of illness has a detrimental impact on a staff member's capacity to effectively fulfil his/her duties. The system also provides headteachers with guidance on how they should provide support for staff members who have a genuine illness.

1.4 The system's success is entirely dependent on managers being meticulous, flexible and supportive in its implementation. It is imperative that managers deal with sickness leave in a fair and consistent manner, ensuring that legislation governing employment and good practice receives full consideration.

1.3 The system's purpose is to deal with sickness leave and unauthorised absence. Maternity leave, authorised unpaid leave, and special authorised absence in accordance with Local Employment Terms and Conditions do not apply here.

2.0 ELEMENTS OF MANAGEMENT OF SICKNESS LEAVE

- Notification Procedure for Sickness Leave (Section 4.0);
- Return to Work Interviews (Section 5.0);
- Formal Procedure for Numerous Short Term Absences (Section 7.0);
- Procedure for Dealing with Long Term Absences (Section 9.0).

3.0 DUTIES AND RESPONSIBILITIES

3.1 LINE MANAGERS

NOTE: A line manager can be a member of the School's SMT, or be an administrative officer with designated responsibility for staff in accordance with the school's agreed procedure.

- Fairly, consistently and sympathetically implement the Sickness Leave Management Procedure.
- Ensure that teachers follow the notification procedure and that every absence is certified and recorded.
- Manage, monitor and review absence through holding Return to Work Interviews following every sickness leave of five days or more, or short periods equivalent to five days in a term. Ensure that all appropriate and relevant documents have been filled in.
- Confidentially store all details and records of the illness.
- Deal sensitively with any staff member who genuinely suffers from health problems.
- Maintain an agreed contact between the line manager and staff members who are absent from work long-term, providing ready support when appropriate.
- Based on received advice/information, decide on what action to take.
- Commence Disciplinary Procedure and/or the Proficiency Procedure when required.

3.2 TEACHERS AND OTHER STAFF MEMBERS

Staff members are expected to:-

- attend the workplace in accordance with their employment agreements;
- comply with the Notification Procedure for Sick Leave; (Appendix 1)
- maintain contact with the line manager during the absence;
- comply with safe working practices and procedures.

3.3 EDUCATION DEPARTMENT

The Education Department:-

- receives and stores in strictest confidence the Sickness Leave Record Forms and records all sickness leave;
- analyses absences, giving adequate consideration to frequency of the individual's absence, length of absence, and any obvious patterns or trends that emerge;
- draw headteachers attention to any potential problems.

4.0 MANAGEMENT PROCEDURE

4.1 When illness prevents a staff member from being at work, he/she should notify the line manager as soon as is practically possible prior to School starting time in accordance with individual School arrangements.

4.3 During that conversation, it is imperative that the staff member provide a reason for the sickness leave and provide an estimate of length of absence. If the staff member is unable to provide details of the illness during the conversation, then the line manager will telephone the staff member to receive the details. During the conversation, the line manager will provide the staff member with all possible support and conditional on the nature of the illness, and if reasonable and practically possible, that member will provide guidance on the class(es) schemes of work during the leave of absence.

Every staff member is expected to return to his/her workplace on the following day unless the member provides firm information to the contrary. If the staff member is unable to return to work the following day, he/she is expected to contact the school through a phone call before the end of the day, following the locally agreed arrangements.

4.3 Having received the phone call, the line manager will provide supply staff where required and notify the relevant members of staff of the situation.

4.4 On his/her return to work, the staff member completes a self-certification form.

4.5 Following the staff member's return to work, a return to work meeting will be held as soon as possible if the absence period is for five days or longer but certainly within five school working days.

4.6 During the sickness leave, the notification procedure for sickness leave in Appendix 1 should be adhered to.

4.7 If the absence persists for longer than 7 days (irrespective of whether or not those days are working days), the teacher will be required to submit a doctor's certificate.

5.0 MEETING ON RETURN TO WORK

A meeting on Return to Work is an effective method of reducing sickness leave levels and to identify possible problems before the absence reaches unacceptable levels. A Return to Work Meeting raises the Policy profile and that of the Sickness Leave Management Procedure and has an impact on the attitude of staff members.

5.1 Return to Work Meetings are held for each instance of sickness leave of five days and longer, and by the line manager. Ideally, the interview should be held on the first day of the staff member's return to work, but certainly no later than five days following the return.

5.2 During the meeting, the line manager can:

- welcome the staff member back to work, and express an interest in the individual's health and well-being;
- identify any potential problems associated with the individual's absence and agree on how the necessary support may be improved upon and provided;
- identify possible symptoms of stress and/or work associated problems and implement measures for improvement;
- decide on the need to refer the individual to the Vocational Health Service;
- up-date the teacher on recent developments at the School;

5.3 It is imperative that the meetings are:

- Confidential, with the exception of the headteachers entitlements, and are sensitively held.
- Are consistent.

6.0 KEEPING A RECORD

6.1 Brief notes should be kept of the main points raised during the Return to Work Meeting and matters requiring attention should be noted on an appropriate form.

6.2 The teacher will receive a copy of the record and will be retained by the Headteacher. The Headteacher reserves the right to provide the Education Department with a copy of the record if required.

6.3 Every record will be kept confidentially in accordance with the 1998 Data Protection Act. It is imperative that managers always handle personal records sensitively, responsibly and confidentially.

7.0 FORMAL PROCEDURE FOR DEALING WITH NUMEROUS SHORT TERM ABSENCES

To assist the line manager to identify instances of numerous short term absences that may lead to possible problems, **specific incentive points** will be used. The line manager in co-operation with the Education Department, has responsibility for monitoring their staff's absence levels and identify when a staff member has reached one or more of the incentive points. It is imperative that the procedure be fairly and consistently applied, and must always be followed, without exception.

7.1 FORMAL SICKNESS LEAVE REVIEW INTERVIEWS

- 7.1.1 Once one or more of the incentive points have been reached, the staff member is required to attend a **Formal Sickness Leave Review Interview** with the line manager. The incentive points are as follows:
- 5 or more instances of sickness leave within any 3 month period
 - 10 or more days of sickness leave (be they working days or not) within any 3 month period
 - Clear patterns emerge such as frequent absences on Friday or Monday
 - Any other reasonable circumstances of which the manager has suspicions, such as frequent failure to record reason for absence.
- 7.1.2 The staff member will receive a notice of 7 calendar days of the **Formal Sickness Leave Review Meeting**, but the interview can be held before then if the individual concerned agrees to that.
- 7.1.3 The purpose of the Formal Sickness Leave Review Interview is to notify the staff member that his/her absence record has reached one of the incentive points and the matter must be dealt with by reference to the formal procedures. This also provides the means to conclude what causes the absence problem and how it can be dealt with. In certain instances, a line manager can draw the staff member's attention to how the absence has a detrimental impact on the school, and notifies him/her of the need for improvement and the consequences of the failure to do so. The staff member will have an opportunity to provide an explanation for the record of absence and discuss any relevant matters. Headteachers/line managers can use any records of relevance to the individual's recent sickness leave when preparing to hold the Formal Sickness Leave Review Interview.
- 7.1.4 When required, specific and quantifiable targets should be agreed upon to improve the situation. When setting improvement targets, any medical reasons or other reasons that may account for the absence fully need to be taken into account and the staff member will accept the offer of possible support to assist him/her to achieve those targets. It is important to note here that a headteacher/line manager is expected to set reasonable targets unless an agreement can be reached with the staff member. (As it is not a disciplinary case, a staff member has no legal right to receive support from a union officer at this meeting.) Before that takes place, the staff member should be advised to contact his/her union representative. The line manager should contact the Education Department before setting the targets.
- 7.1.5 When preparing an improvement action plan, the line manager through the Education Department, can refer the staff member to a Vocational Health Doctor for a medical opinion. Medical advice could also be sought when considering which support should be provided so as to deal with the problem.
- 7.1.6 During the **Formal Sickness Leave Review Interview**, the line manager will agree on review arrangements. The purpose of any Review Meeting will be to assess whether progress has been made towards achieving the targets. It should be ensured that the school meets Duty of Care requirements. **The Review Meeting will not be held for at least six weeks and no later than three months following the Formal Sickness Leave Review Interview.**
- 7.1.7 Every Formal Sickness Leave Review Interview will be confidentially recorded and kept, and the staff member will receive a copy of the record and an opportunity to check the factual matters.

7.2 REVIEW MEETINGS

7.2.1 At the Review Meeting, the line manager will assess whether there has been satisfactory improvement towards achieving the targets. At the time the review was held, the headteacher/line manager has the following options:

- a) If he/she is of the view that the employee has made satisfactory improvement, he/she will be notified and no further action will be taken. A record will then be made and the case will be closed.
- b) If he/she is of the view that the employee has made some progress, but not enough or no improvement has occurred, he/she should consult with the Education Department's Personnel Officer who will be able to advise on which of the following measures should be taken:
 - (i) organize a second Formal Sickness Leave Review Interview in order to set further targets. An Officer from the Education Department will attend the second interview to ensure compliance with agreed processes and/or;
 - (ii) refer the employee to the Vocational Health Doctor for advice on support that could be offered to assist the employee to improve his/her attendance and/or;
 - (iii) disciplinary action will be commenced and the member is advised that he/she is entitled to receive Union support.

7.2.4 A record will be kept of every Review Meeting and will be kept in confidence, and the staff member will receive a copy of the record containing details of the outcome and the intended action, if it is to be implemented. Where a line manager holds the meeting, the headteacher is entitled to receive a copy of the minutes in his capacity.

7.2.5 In instances where it is decided to hold a Second Formal Sickness Leave Review Interview, the same procedure will be followed as noted in 7.1 and a Review Meeting will then be held as noted in 7.2. **No more than two Formal Interviews can be held to Review Sickness Leave in relation to the same period of illness.**

8.0 MINUTES

8.1 When the absence record of a staff member is dealt with in accordance with a School Disciplinary Procedure, every Return to Work Interview, Formal Interview to Review Sickness Leave and minutes of Review Meetings may be used as evidence. Every record should therefore be an accurate reflection of the discussions held between the staff member and manager(s).

8.2 Every record will be confidentially kept in accordance with the 1998 Data Protection Act. It is imperative that a headteacher/managers at all times handles personal records sensitively, responsibly and confidentially.

9.0 LONG TERM SICKNESS LEAVE

Workers who genuinely suffer from regular periods of short term illness and from substantial individual periods of absence due to serious illness, injury or mental illness will be treated in a fair and consistent manner.

In that respect, the nature and requirements of the school who employs the staff member, will need to be taken into account. The Education Department recognizes that workers who are absent for a longer period than 20 consecutive working days (or 1 month) equate to being on long term absence.

However, taking action before this point is reached represents good practice. When a staff member is on long term sickness leave, the following procedure should be followed:

- 9.1** The line manager telephones the staff member a fortnight following the first day of absence to enquire about his/her health and ascertain as to the duration of the individual's absence. The line manager provides appropriate support and agrees arrangements to maintain regular contact eg 2-3 weeks with the staff member so as to be aware of any improvement, identify any opportunities to offer further support and decide whether any further measures are required.
- 9.2** Following consultation with a Personnel Officer and/or a Senior Manager from the Education Department, the line manager may request that the staff member be referred to the **Vocational Health Doctor**, through the Education Department, for a medical opinion at any time during absence if circumstances are conducive, if it would assist the line manager to make a decision. Following a month of continual absence (20 working days), or if the staff member states that he/she is suffering from stress (irrespective of whether or not it is work related stress) and following consultation with a Personnel Officer or Senior Manager from the Education Department, it is imperative that the line manager refers the staff member to the Vocational Health Doctor through the Education Department. It is imperative that the line manager discusses the referral details with the staff member and notifies the Chair of Governors of the situation. The purpose of the referral process is to decide whether or not the staff member is healthy enough to undertake the tasks that he/she has agreed to undertake, what kind of adjustments could be made to the duties of workers and/or the workforce to facilitate return to work, and/or when he/she can reasonably be expected to return to work, if at all. If the medical opinion is that a teacher is not in a fit state to return, or is unlikely to be able to return, a meeting is organized with the teacher and his/her representative to consider the possible options. This may be dismissal from employment on health grounds. Under such circumstances, it is up to the individual to apply for Retirement Due to Illness with the Teachers Pension Scheme.
- 9.3** If the evidence indicates that adjustments need to be made to the responsibilities of the employees and/or the workforce, it is imperative that the Governing Body decide whether that is reasonable and feasible or, if it indicates that there are clear instances of misuse of absences or obvious patterns emerge, the Governors are expected to follow the current staff disciplinary procedures.

Appendix 1 -

SCHOOL SICKNESS LEAVE NOTIFICATION PROCEDURE

1st Day of Absence

It is imperative that the staff member notifies his/her line manager as soon as is practically possible, providing an explanation for the illness and provide some idea of how long he/she will be absent. Every staff member is expected to return to his/her workplace on the following day unless the worker otherwise notifies. If the worker is unable to return to work on the following day, he/she is expected to telephone the school before the end of the day and follow the locally agreed arrangements.

2nd and 3rd Day of Absence

No action required, but if the staff member returns to work on any of these days, it is imperative that he/she notifies the line manager/headteacher of that and complete and sign the appropriate form providing an explanation for the absence. It is imperative that this document is also signed by the manager/headteacher.

4th Day of Absence

It is imperative that the staff member confirms with the line manager that he/she remains absent from work, and if at all possible, confirms the date of his/her return to work. If the individual returns on the 4th day, it is imperative that he/she notifies the line manager of that and complete and sign the appropriate documents.

5th, 6th and 7th Day of Absence

If the individual returns on the 5th, 6th or 7th day, it is imperative that the staff member notifies his manager/line manager and complete and sign the appropriate documents.

8th Day of Absence

It is imperative that the staff member completes and signs the appropriate documents. Those documents will certify the absence for the first 7 consecutive days (irrespective of whether or not those days were working days), but a medical certificate is required to cover the rest of the absence.

Appendix 2

RELEVANT DOCUMENTATION

SA1

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SICKNESS LEAVE REGISTRATION FORM

THIS FORM WILL BE USED AS A SELF-CERTIFICATION RECORD

This form must be completed for each period of sickness leave. If the employee is absent for fewer than 7 consecutive days (irrespective of whether or not these are working days), the form can be completed on his/her return to work. Otherwise, if the worker is absent for a longer period, the worker's line manager should partially fill it in (as much as possible) and keep the form in a confidential location for confirmation by the worker as soon as possible.

A) TO BE COMPLETED BY THE WORKER

On completion, the form should be handed to your line manager/headteacher for certification, who will ensure that it is immediately sent to the relevant officer in the Education Department and a Return to Work interview will be held.

1 PERSONAL DETAILS:

1.1 Name: **1.2 Pay Roll Number:**

1.3 Post Title:

1.4 School:.....

2 LENGTH OF ABSENCE:

2.1 First day and date of absence:.....am/pm **2.2 Last day and date of absence:**am/pm

2.3 Day and date of your return to work:am/pm **2.4 Number of working days you have been absent** (including ½ days)* :

*If you do not know the exact number of days absence, specify the number of weeks or months.

- o If you have been absent for **longer than 7 consecutive days** (irrespective of whether or not these were working days), please attach a doctor's certificate to this form.
- o If you will be returning to work earlier than on the date specified on your original statement from your doctor, please attach to this form, a new doctor's certificate confirming that you are fit to return to work.

3 **EXPLANATION (EXPLANATIONS) FOR ABSENCE:**

3.1 *This was the explanation (explanations) for my absence* (specify details of your illness or injury, without using words such as 'illness' or 'not feeling well'):

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3.2 Back or neck problems Other motor muscle problems Infections (including cold and flu)
Stress, depression, anxiety, neurasthenia, mental health and fatigue Linked to pregnancy
Neurological (including headache and migrane) Genetic Micturation (including menstruation problems)
 Stomach, liver, kidneys (including gastro-enteritis) Heart, blood pressure and circulation Breast & respiratory (including chest infections) Eyes, ears, nose, oral / dental (including sinusitis)
Other

4 **WORK RELATED ABSENCE**

4.1 Was the absence work related? Y / N

If it 'was', please read the following information and fill in the box below:

IMPORTANT: In cases where the illness is work related, an **unique identifier** from the HS11 form **must** be used (Form notifying of Accidents, Infections, Dangerous Incidents or Violent Incidents) to ensure that correct arrangements are made for sickness pay. Failure to do so may impact your sickness pay allowance. The original form should be sent to the relevant officer in the Education Department Personnel/Pay Roll Unit in an envelope marked 'confidential'. If the worker is absent for **longer than 3 days** (irrespective of whether or not these are working days) it is the line manager/headteacher's responsibility to complete an HS11 form, send it **and** record the identifier below:

HS11 Identifier :

5	<p><u>ABSENCE DUE TO PREGNANCY, MATERNITY LEAVE AND DISABILITY</u></p> <p>5.1 If relevant, please specify whether your illness was related to the following:</p> <p>Pregnancy <input type="checkbox"/> Maternity leave <input type="checkbox"/> Disability <input type="checkbox"/></p> <p>You are not compelled to disclose this information but may assist the Council to deal with your sickness record more appropriately. The 1995 Disability Discrimination Act defines a disabled person as an individual “who has a physical or mental handicap which has a detrimental and long-term effect on his/her capacity to fulfil routine daily activities.”</p>
6	<p><u>CERTIFICATION:</u></p> <p><i>I hereby certify that I was absent from work due to illness during the above period</i></p> <p>6.1 Worker’s signature: 6.2 Date:</p> <p>Please note that making a false declaration may lead to disciplinary measures and termination of sickness pay</p>
7	<p><u>B) TO BE COMPLETED BY THE LINE MANAGER</u></p> <p>7.1 I hereby certify that I have:</p> <p><input type="checkbox"/> Ensured that the required certification has been completed and is attached to this form</p> <p><input type="checkbox"/> Held a Return to Work interview in accordance with the Sickness Leave Management Procedure</p> <p><input type="checkbox"/> <u>If it was a work related absence:</u> ensure that an HS11 form is completed and sent to the Directorate’s Health, Safety and Welfare Adviser and that the identifier is noted above</p> <p>7.2 Name of Line Manager:</p> <p>7.3 Line Manager’s Signature: 7.4 Date:</p> <p>PLEASE SEND THIS FORM TO THE RELEVANT OFFICER IN THE EDUCATION DEPARTMENT’S PERSONNEL/PAY ROLL SERVICES UNIT, LABELLING THE ENVELOPE ‘CONFIDENTIAL’.</p>

This record provides accurate information on reasons for absence so as to:

- facilitate the task of paying the correct sickness pay
- monitor absence levels and reasons for absence across the Council (without mentioning individual cases)
- enable line managers to monitor and respond to individual levels of absence

All records are kept confidential. Workers are entitled to see their individual records of absence and may do so through contacting their line manager/headteacher



SA2

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RETURN TO WORK – INTERVIEW FORM

THIS FORM MUST BE COMPLETED FOR EVERY RECORD OF SICKNESS LEAVE

To be completed by the line manager in consultation with the employee

1	<p><u>EMPLOYEE'S DETAILS</u></p> <p>1.1 Name: 1.2 Pay Roll Number</p> <p>1.3 Post Title:</p> <p>1.4 School :</p>
2	<p><u>DETAILS OF LINE MANAGER/HEADTEACHER</u></p> <p>2.1 Name : 2.2: Post Title:</p>
3	<p><u>DETAILS OF ABSENCE</u></p> <p>3.1 First day and date of absence : 3.2 am/pm last day of absence: am/pm</p> <p>3.3 Number of working days absent (including 1/2 days)*:</p> <p>* If you do not know the exact number of days absence, specify the number of weeks or months.</p>
4	<p><u>RETURN TO WORK</u></p> <p>4.1 Does the employee confirm that he/she is in a fit state to return to work: Y / N Y</p> <p>Is the employee returning to work prior to the date stipulated on his/her original certificate by the doctor:</p> <p>4.2 Has the employee submitted a medical certificate from his/her doctor confirming that he/she is fit to return to work: Y / N Y</p> <p>If 'No', the employee should not return to work unless this certificate has been submitted.</p>

5 THE INTERVIEW

In the following section, provide any basic reason (reasons) for the employee's sickness absence (s) and how she can be assisted to improve attendance.

IN INSTANCES WHERE THERE IS A SIMPLE AND STRAIGHTFORWARD EXPLANATION FOR THE SICKNESS LEAVE, THE FOLLOWING SECTION WILL NOT HAVE TO BE COMPLETED IN ANY DETAIL AND LINE MANAGERS/HEADTEACHER CAN TICK THE 'DOES NOT APPLY' BOX AS APPROPRIATE.

5.1 Date on which Interview was held:**5.2 Location of Interview:**
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5.3 Others present at the interview:

5.4 Details of matters discussed, including the employee's explanation (explanations) for absence:

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5.5 Details of support provided for the employee:

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apply

Does not

5.6 Where required, please specify details of measures agreed upon, including informal improvement time-tables and targets:

(Please note that measures or targets may involve either the employee **or the** line manager, that they could include matters such as adapting the workload or nature of responsibilities)

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Not applicable

6 ADDITIONAL INFORMATION

6.1 If it is alleged that it is a work related absence, has this been notified? Yes No

6.2 Do you wish to refer the employee to a Vocational Health Doctor?* Yes No

* If 'Yes' or 'Yes I do', please complete the R1 form and return it to the Education Department Personnel Officer.

7 POINTS REQUIRED WHEREBY THE NUMEROUS SHORT TERM ABSENCE FORMAL PROCEDURE IS ACTIVATED

7.1 Please tick to specify whether the employee has reached any of the following activating points:

- 3 or more periods of sickness leave within a 3 month period
- 10 days or more sickness leave within a 3 month period
- Patterns that can be identified such as frequent absences on Friday or Monday
- Other circumstances that are, in the manager's estimation, problematic, such as persistent failure to record a valid reason for the sickness leave (detail):

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7.2 If the employee reaches one or more of the activation points, please tick to notify that you have notified him/her that arrangements will be made to hold a Formal Sickness Leave Review Interview

8 CERTIFICATION

I certify that I have interviewed the above-mentioned employee in accordance with the Sickness Leave

Management Procedure and provided him/her with a copy of this form:

8.1 Signature Line Manager Headteacher:8.2 Date:

Adran Addysg Gwynedd

9	<p><u>TO BE COMPLETED BY THE EMPLOYEE</u></p> <p><i>I hereby certify that I have been interviewed in accordance with the Sickness Leave Management Procedure, and that the above notes are a true record of the discussion held:</i></p> <p>9.1 Employee's Signature: 9.2 Date:</p>
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The purpose of this record is to enable line managers / headteachers to successfully monitor and improve individual sickness leave levels. This record will be kept confidential by the line manager/headteacher. Records are kept for a year and then destroyed, unless a Formal Sickness Leave Review continues. Then, records related to the case will be kept confidentially by the Education Department's Personnel Officer until a solution has been found and are then destroyed after a year. Employees are entitled to see their records of absence and may do so through contacting their line manager/headteacher.



SA3

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EDUCATION DEPARTMENT

FORMAL SICKNESS LEAVE REVIEW INTERVIEW FORM

This form to be completed by the manager in consultation with the employee

Once the employee reaches one or more of the **specific activation points**, it is imperative that he/she attend a Formal Sickness Leave Review Interview with his/her line manager/headteacher, in accordance with the Numerous Short Term Absences Formal Procedure.

Improvement targets will be agreed with the employee as appropriate with a **Review Meeting** being held no sooner than 6 weeks and no later than 3 months following the interview so as to discover whether a satisfactory improvement has occurred.

Neither Formal Sickness Leave Review Interviews or follow up Review Meetings form part of the Disciplinary Procedure.

PART 1 – INTERVIEW	
1	<p><u>EMPLOYEE DETAILS</u></p> <p>1.1 Name : 1.2 Pay Roll Number:</p> <p>1.3 Post Title:</p> <p>1.5 School:</p>
2	<p><u>MANAGER’S DETAILS</u></p> <p>2.1 Name:</p> <p>2.2 Post Title:</p>

3 **DETAILS OF MOST RECENT ABSENCE**

3.1 First Day and date of absence: **3.2 Last day and date of absence:**
: am/pm am/pm

3.3 Number of working days absent (including ½ days)*:

If uncertain as to the exact number of days absence, specify number of weeks or months.

4 **INTERVIEW DETAILS**

4.1 Please specify if you are holding the initial Formal Sickness Leave Review Interview or the second:

THE FIRST THE SECOND

FOR INITIAL FORMAL INTERVIEWS TO REVIEW SICKNESS LEAVE ONLY:

4.2 Please tick to specify which of the specific activation points the employee has reached:

3 or more periods of sickness leave within a 3 month period
 10 days or more sickness leave within a 3 month period
 Recognizable patterns such as frequent absences on Friday or Monday
 Other circumstances which, in the manager's view, are problematic, such as persistent failure to provide a valid reason for sickness leave (please provide full details):
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4.3 Interview Date: **4.4 Location of interview:**

4.5 Others present at the interview:

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THE INTERVIEW

5.1 Details of matters discussed including employee's reason (reasons) for his/her absence:

Dotted lines for text entry.

5.2 Details of support provided for the employee:

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5.3 Do formal improvement targets need to be set?

- YES – please complete the table below and agree on a review date
- NO – please explain why not :

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Adran Addysg Gwynedd

Formal Improvement Target(s)	Responsibility
<p><u>Examples:</u> - Review the work load and make the necessary changes. Monitor the results for two months - Not to regularly take Monday off, and provide a doctor's certificate for any absence on Monday</p>	<p>Line Manager Employee</p>
<p>..... </p>	<p>..... </p>

5.4 Date agreed upon for the Review Meeting:

Please note that a Review Meeting has to be held, even when improvement targets have not been set.

6

CERTIFICATION 6.1 I hereby certify that I have:

- Interviewed the employee in accordance with the Formal Arrangements for Numerous Short Term Sickness Leave.
- Explain to the employee the consequences of failure to achieve the agreed targets
- Provide the employee with a copy of section 1 of this form

6.2 Line Manager/headteacher's signature: **6.3 Date:**

Adran Addysg Gwynedd

7	<p><u>TO BE COMPLETED BY THE EMPLOYEE:</u></p> <p><i>I certify that I have been interviewed in accordance with the Numerous Short Term Sickness Leave Formal Procedure, and that the above notes are a true record of the discussion. I understand that if I persistently fail to demonstrate satisfactory improvement despite persistent support, I will be open to the Council's Disciplinary Procedure.</i></p> <p>7.1 Employee's Signature: 7.2 Date:</p>
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<p><u>GUIDANCE FOR MANAGERS</u></p> <p>This form should now be kept in a confidential location, for completion at the Review Meeting (part 2).</p>

SA3 PART 2 – CONFIDENTIAL REVIEW MEETING

1.1 Date of review meeting: 1.2 Location:.....

1.3 Others present:

1.4 Has satisfactory improvement been made towards achieving the agreed targets? Y / N

Please detail:

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1.6 Please tick the relevant box to provide the outcome of the Review Meeting and provide your reasons for the course of action taken:

- No further action required – case closed
- Refer to the Vocational Health Doctor for advice on support that can be provided to assist the employee to improve his/her attendance
- Hold a second Formal Absence Review Interview
- Refer the case to the Disciplinary Procedure

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2 CERTIFICATION

2.1 *I hereby certify that I have::*

Please tick to confirm:

- Hold a Review Meeting in accordance with the Numerous Short Term Sickness Leave Formal Procedure
- Explain the outcome of the meeting to the employee, including the proposed course of action, if any.
- Provide the employee with a copy of part 2 of this form

2.2 Manager's signature: **2.3 Date:**

3 TO BE COMPLETED BY THE EMPLOYEE

I hereby certify that I have attended a Review Meeting in accordance with the Numerous Short Term Sickness Leave Formal Procedure, and that the above notes are a true record of the discussion:

3.1 Employee's Signature: **3.2 Date:**

INSTRUCTIONS FOR MANAGERS:

You should now send the completed form (parts 1 and 2) as well as any **SA2** forms (Return to Work Interview) related to the case to the School Service's Personnel Officer in an envelope marked 'Confidential'.

Adran Addysg Gwynedd

The purpose of this record is to enable managers to successfully monitor and improve individual levels of absence. This record will be kept confidential. Records are kept for a year and are then destroyed or stored until a solution has been found and they are then destroyed within a year. Employees are entitled to see their individual records of absence and can do so through contacting their line manager/headteacher.