

## **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 benaethiaid sut y dylent ddarparu cefnogaeth i aelodau staff sydd yn wirioneddol ddiodef 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, neu, yn achos salwch y pennaeth, cadeirydd y llywodraethwyr.

- Gweithredu'r Drefn Rheoli Absenoldeb Salwch yn deg, cyson a gyda chydymdeimlad.
- Sicrhau bod y drefn hysbysu yn cael ei dilyn gan holl staff yr Ysgol 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 bedwar** diwrnod olynol neu hwy (**SA2**) gan sicrhau bod yr holl ddogfennau pwrpasol a pherthnasol wedi eu cwblhau.
- Cynnal cyfweiliad Adolygu Absenoldeb Salwch Ffurfiol (**SA3**) pan fydd y gweithiwr yn cyrraedd un neu ragor o'r pwyntiau sbarduno penodol, gan 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 ddiodef 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 ar sail iechyd pan fo hynny'n angenrheidiol.

### **3.2 HOLL STAFF YR YSGOL**

**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;
- Mynychu cyfweiliadau Dychwelyd i'r gwaith, cyfweiliadau ffurfiol i adolygu absenoldebau salwch, cyfarfod adolygu ac unrhyw apwyntiadau a'r Uned Iechyd Galwedigaethol.
- Cydymffurfio ag arferion a threfnau gwaith diogel.

### 3.3 ADRAN ADDYSG

#### Mi fydd yr 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.
- 4.2.1** 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 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 SA1.
- 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 pedwar diwrnod yn olynol neu hwy, a hynny cyn gynted â phosib ond yn sicr o fewn pum diwrnod gwaith Ysgol. (SA2)
- 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 aelod staff 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 bedwar diwrnod yn olynol neu 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.(SA2)
- 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 broblemau 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 aelod staff 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 SA2.

6.2 Bydd copi o'r cofnod yn cael ei roi i'r aelod staff 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 **pwyntiau 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(SA3)** gyda'r rheolwr llinell. Mae'r pwyntiau sbarduno fel a ganlyn:

- 4 neu fwy o gyfnodau o absenoldebau salwch o fewn unrhyw gyfnod o 3 mis.
- 10 neu fwy o ddyddiau o absenoldeb salwch 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. Gal 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 disgyblu 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 Ymgynghorydd Adnoddau Dynol cyn gosod y targedau.

**7.1.5** Wrth lunio cynllun gweithredu ar gyfer gwella, gall y rheolwr llinell, gyfeirio'r aelod staff at yr Ymgynghorydd 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 Cyfweliad Adolygu Absenoldeb Salwch Ffurfiol yn cael ei gofnodi (SA3) 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 Adnoddau Dynol a fydd yn medru rhoi cyngor ar ba un o'r camau a ganlyn i'w cymryd:

(i) trefnu ail Gyfweliad Adolygu Absenoldeb Salwch Ffurfiol er mwyn gosod rhagor o dargedau. Gellir cael Swyddog o'r Adran Addysg neu Swyddog Adnoddau Dynol yn bresennol yn yr ail-gyfweliad er mwyn sicrhau cydymffurfiaeth â phrosesau cytunedig a/neu;

(ii) cyfeirio'r gweithiwr at yr Ymgynghorydd 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, neu

(iv) yn dilyn y drefn medrusrwydd ar sail iechyd

**7.2.2** Bydd pob Cyfarfod Adolygu yn cael ei gofnodi (SA3) 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 Gyfweliad 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 Gyfweliad Ffurfiol i Adolygu Absenoldeb Salwch yng nghyswllt yr un cyfnod o salwch.**

## **8.0 COFNODION**

**8.1** Pan fydd cofnod absenoldeb aelod o staff yn cael ei thrin yn unol â Threfn Ddisgyblu'r Ysgol, gellir defnyddio pob Cyfweliad Dychwelyd i'r Gwaith (SA2), Cyfweliad Ffurfiol i Adolygu Absenoldeb Salwch (SA3) 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 / reolwr bob amser ddelio â chofnodion personol mewn modd sensitif, cyfrifol a chyfrinachol.

## 9.0 **ABSENOLDEB SALWCH TYMOR HIR**

**Bydd gweithwyr sydd yn 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.**

**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 Gall y rheolwr llinell gyfeirio'r aelod staff at yr Uned Iechyd Galwedigaethol am farn meddygol ar unrhyw adeg yn ystod yr absenoldeb os yw'r amgylchiadau yn awgrymu y dylid gwneud hynny, neu os y byddai o gymorth i'r rheolwr llinell wrth ddod i benderfyniad. Os yw'r rheolwr llinell yn ymwybodol yn fuan bod yr aelod staff am fod yn absennol am fis neu fwy, 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) neu bod yr absenoldeb oherwydd problem cyhyr-ysgerbydol, mae'n rhaid i'r rheolwr llinell gyfeirio'r aelod staff at yr Uned Iechyd Galwedigaethol ar ei union. Mae'n gwbl allweddol bod y rheolwr llinell yn trafod y manylion hefo'r aelod staff cyn cyflwyno'r cyfeiriad.
- 9.3 Pwrpas y broses cyfeirio yw, nid yn unig cynnig cefnogaeth i'r aelod staff, ond hefyd 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 pryd y gall ef/hi yn rhesymol dychwelyd i'r gwaith, os o gwbl.
- 9.4 O ganlyniad i dderbyn adroddiad y Meddyg/Ymgynghorydd Iechyd Galwedigaethol, gellir ystyried cynnal gwrandawriad medruswydd ar sail iechyd er mwyn penderfynu ar y camau priodol nesaf.

## 10.0 **GWRANDAWRIAD MEDRUSRWYDD AR SAIL IECHYD**

- 10.1 Pan benderfynir cynnal gwrandawriad Medruswydd ar Sail Iechyd, dylid trefnu'r gwrandawriad cyn gynted â phosib. Dylid rhoi rhybudd ysgrifenedig i'r aelod staff a'i gynrychiolydd/chynrychiolydd, gan roi manylion y dyddiad, yr amser a'r lleoliad, ynghyd ag unrhyw gopiâu o ddogfennau a fydd yn cael eu defnyddio fel rhan o'r grandawriad. Dylai'r llythyr rybuddio'r aelod staff y gallai'r gwrandawriad arwain at ddiswyddiad yn dilyn cyfnod o rybudd. Defnyddir protocol ac amserlen gweithredu gytunedig polisi 'Gweithdrefnau Disgyblu yr Ysgol' wrth ddilyn y drefn hon.
- 10.2 Aelodau o Is-banel disgyblu'r ysgol fydd yn cynnal y gwrandawriad. Bydd y rheolwr llinell yn cyflwyno'r achos, y gweithiwr a'i gynrychiolydd/chynrychiolydd yn cael cyfle i ofyn cwestiynau yn dilyn cyflwyniad hwnnw, a'r aelod staff yn cael y cyfle i amlinellu'r achos o'i safbwynt ef/hi. Bydd aelodau'r is-banel yn gofyn unrhyw gwestiynau sy'n codi o'r naill achos, a gellir galw tystion fel bo'r angen.
- 10.3 Wrth ddod i benderfyniad, bydd yr opsiynau fydd ar gael i'r Is-banel yn cynnwys:

- peidio cymryd unrhyw gamau pellach
- adolygu'r mater (gan gynnwys unrhyw gyfeiriadau meddygol pellach) am gyfnod penodol o amser
- Ail-leoli pan fo hynny'n ymarferol bosib
- Diswyddo

10.4.1 Bydd y gweithiwr a'i gynrychiolydd/chynrychiolydd yn cael eu hysbysu trwy lythyr o'r penderfyniad, yn derbyn cyngor ar yr hawl i apelio.

## **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 (SA1) 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.(SA1)

#### **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. (SA1)

#### **8fed Diwrnod yr Absenoldeb**

Mae'n rhaid i'r aelod staff gwblhau ac arwyddo'r dogfennau priodol.(SA1) 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 gweddi o'r absenoldeb.

**Atodiad 2**

**DOGFENNAETH PERTHNASOL**

**Ffurflen SA1**

**Ffurflen SA2**

**Ffurflen SA3**





**FFURFLEN COFNODI ABSENOLDEBAU SALWCH**  
**Rhaid llenwi'r ffurflen hon ar gyfer pob cyfnod o absenoldeb salwch**

SAI

Mae'r holl gofnodion yn cael eu cadw'n gyfrinachol gan Uned Contractau a Chyflogau Ysgolion. Mae hawl gan weithwyr i weld eu cofnodion absenoldeb unigol a gallant wneud hyn trwy gysylltu â'u rheolwr llinell neu Swyddog Adnoddau Dynol.

**MANYLION PERSONOL**

Enw: ..... Rhif Cyflog:.....

Teitl Swydd: ..... Ysgol : .....

**HYD YR ABSENOLDEB:**

Diwrnod a dyddiad cyntaf yr absenoldeb:.....

Diwrnod a dyddiad olaf yr absenoldeb: .....

Diwrnod a dyddiad dychwelyd: .....

Nifer y dyddiau gwaith yn absennol (cynnwys pob 1/2 diwrnod ): .....

(Os gallech fod wedi dychwelyd i'r gwaith yn gynt na'r dyddiad uchod oni bai am wyliau nodwch y dyddiad cyntaf yr oeddech yn ffit i dychwelyd i'r gwaith .....)

**RHESWM(RHESYMAU) AM YR ABSENOLDEB**

- |   |   |
|---|---|
| <input type="checkbox"/> Problemau cefn neu wddf  | <input type="checkbox"/> Problemau cyhyrysgerbydol eraill                               |
| <input type="checkbox"/> Annwyd a'r ffliw (heintiau)  | <input type="checkbox"/> Straen, iselder, poen meddwl, iechyd meddwl a blinder          |
| <input type="checkbox"/> Yn gysylltiedig â beichiogrwydd                                      | <input type="checkbox"/> Cur pen a meigrin (niwrolegol)                                 |
| <input type="checkbox"/> Cenhedlol-droethol (gan gynnwys problemau misglwyf)                  | <input type="checkbox"/> Stumog, iau, arennau a threulio (gan gynnwys gastro-enteritis) |
| <input type="checkbox"/> Calon, pwysedd a chylchrediad gwaed                                  | <input type="checkbox"/> Brest ac anadlol (yn cynnwys heintiau ar y frest)              |
| <input type="checkbox"/> Llygaid, clustiau, trwyn, ceg/deintyddol (yn cynnwys llid y sinysau) | <input type="checkbox"/> Arall – manylion .....   |

**ABSENOLDEB YN SGIL GWAITH**

Oedd yr absenoldeb yn sgil gwaith?    O / N

Rhif Unigryw HSI I:    **ARDYSTIAD**

Tystiaf i mi fod yn absennol o'r gwaith oherwydd salwch yn ystod y cyfnod uchod a fy mod wedi derbyn cyfweiliad dychwelyd yn ôl i'r gwaith os yn berthnasol.

Llofnod y Gweithiwr: ..... Dyddiad: .....

Cadarnhaf (A) nad wyf wedi gweithio na chymryd rhan mewn unrhyw weithgaredd sydd ddim yn gyson â'r rheswm (rhesymau) am fy absenoldeb ac (B) yr wyf nawr yn ffit i dychwelyd i'r gwaith. Deallaf fod cyflwyno gwybodaeth ffug ar y ffurflen hon yn cael ei ystyried fel camymddwyn difrifol a gall arwain at gael fy niswyddo.

**I'W GWBLHAU GAN Y RHEOLWR LLINELL**Nodyn Ffitrwydd Ynghlwm    

Cadarnhaf i mi gynnal cyfarfod dychwelyd i'r gwaith yn unol â'r drefn Rheoli Absenoldeb Salwch os yn berthnasol.

Enw'r Rheolwr Llinell: .....

Llofnod y Rheolwr Llinell: .....Dyddiad: .....



**DYCHWELYD I'R GWAITH – FFURFLEN GYFWELD**  
**Rhaid llenwi'r ffurflen hon ar gyfer absenoldebau salwch o 4 diwrnod yn olynol neu hwy.**

SA2

**MANYLION PERSONOL**

Enw: ..... Rhif Cyflog: .....

**HYD YR ABSENOLDEB**

Diwrnod a dyddiad cyntaf yr absenoldeb: .....

Diwrnod a dyddiad olaf yr absenoldeb: .....

Diwrnod a dyddiad dychwelyd: .....

Nifer y dyddiau gwaith yn absennol (cynnwys pob ½ diwrnod): .....

**FFIT I DDYCHWELYD I'R GWAITH****Ydi'r gweithiwr yn cadarnhau ei bod/fod yn ffit i ddychwelyd i'r gwaith: Ydi / Nac Ydi**

Os yw'r gweithiwr yn dychwelyd i'r gwaith cyn y dyddiad a roddwyd ar ei th/dystysgrif wreiddiol gan y meddyg:  
**Ydi'r gweithiwr wedi cyflwyno dystysgrif feddygol gan ei f/meddyg teulu yn cadarnhau ei bod/fod yn iach i ddychwelyd i'r gwaith? Ydi / Nac Ydi**

Os nad ydyw, ni ddylai'r gweithiwr ddychwelyd i'r gwaith hyd oni bydd y dystysgrif hon wedi'i chyflwyno.

**Y CYFWELIAD**

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

MATERION A DRAFODWYD	Yn sgil gwaith Rhif HSI   .....	CEFNOGAETH A GYNIGWYD	TARGEDAU ANFFURFIOL A GYTUNWYD		
			<table border="1"> <tr> <td>Cyfeirio at lechyd Galwedigaethol</td> <td>I / N</td> </tr> </table>	Cyfeirio at lechyd Galwedigaethol	I / N
Cyfeirio at lechyd Galwedigaethol	I / N				

**PWYNTIAU SBARDUNO AR GYFER CYFEIRIO AT Y DREFN FFURFIOL AR GYFER ABSENOLDEBAU TYMOR BYR NIFERUS**

Ticiwch os yw'r gweithiwr wedi cyrraedd unrhyw un o'r pwyntiau sbarduno a ganlyn:

- 4 neu fwy o gyfnodau absenoldebau 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
- 10 diwrnod neu fwy o absenoldeb salwch o fewn cyfnod o 3 mis  Amgylchiadau eraill sydd, ym marn y rheolwr, yn broblem, megis methu, dro ar ôl tro, cofnodi rheswm dilys am yr absenoldeb salwch (rhowch fanylion)
- .....
- .....

Os yw'r gweithiwr wedi cyrraedd un neu fwy o'r pwyntiau sbarduno, a fydddech cystal â rhoi tic i gadarnhau eich bod wedi rhoi gwybodaeth iddo/iddi y bydd cyfarfod Adolygiad Absenoldeb Salwch Ffurfiol yn cael ei drefnu. **ARDYSTIO**

Tystiaf i mi gyfweld â'r gweithiwr uchod heddiw, yn unol â'r drefn Rheoli Absenoldeb Salwch ac fe dderbyniodd gopi o'r ffurflen hon:

Llofnod y Rheolwr Llinell: ..... Dyddiad: .....

**I'W LENWI GAN Y GWEITHIWR**

Tystiaf i mi gael fy nghyfweld yn unol â'r Drefn Rheoli Absenoldeb Salwch ac mae'r nodiadau uchod yn gofnod cywir o'r drafodaeth.

Llofnod y Gweithiwr: ..... Dyddiad:.....



**CYNGOR GWYNEDD**  
**FFURFLEN ADOLYGU ABSENLDEBAU SALWCH**  
 Rhaid llenwi'r ffurflen hon unwaith y bydd aelod staff yn cyrraedd un neu fwy  
 o'r pwyntiau sbarduno penodol.

**CYFRINACHOL**  
**SA3**

**RHAN 1 – ADOLYGU ABSENLDEB SALWCH**

Enw: ..... Rhif Cyflog: .....

Teitl Swydd: ..... Adran: .....

Gwasanaeth: ..... Uned: .....

**MANYLION YR ABSENLDEB MWYAF DIWEDDAR**

Diwrnod a dyddiad cyntaf yr absenoldeb : .....

Diwrnod a dyddiad olaf yr absenoldeb: .....

Diwrnod a dyddiad dychwelyd: .....

Nifer y dyddiau gwaith yn absennol (cynnwys pob 1/2 diwrnod): .....

(Os gallech fod wedi dychwelyd i'r gwaith yn gynt na'r dyddiad uchod oni bai am wyliau / gwaith shiftt, nodwch y dyddiad cyntaf yr oeddech yn ffit i dychwelyd i'r gwaith .....

**RHESWM AM ADOLYGU ABSENLDEB SALWCH**

- 4 neu fwy o gyfnodau 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, cofnodi rheswm dilys am yr absenoldeb salwch (rhowch y manylion llawn):

Manylion y materion a drafodwyd, gan gynnwys rheswm (rhesymau) y gweithiwr am yr absenoldeb(au):

MATERION A DRAFODWYD	Yn sgîl gwaith HI	CEFNOGAETH A GYNIGWYD	TARGEDAU Y CYTUNWYD ARNYNT
			Cyfeirio at lechyd Galwedigaethol I / N

Dyddiad y cytunwyd arno ar gyfer y Cyfarfod Adolygu: .....

**Nodwch fod yn rhaid i chi gynnal Cyfarfod Adolygu, hyd yn oed lle nad oes targedau gwella wedi'u gosod.**

**ARDYSTIO**

Tystiaf i mi: (a fydddech cystal â rhoi tic i gadarnhau:)

- Gyfweld â'r gweithiwr yn unol â'r Drefn ar gyfer Absenoldeb Salwch
- Egluro i'r gweithiwr ganlyniadau methu cyrraedd y targedau y cytunwyd arnynt
- Rhoi copi o Rhan 1 o'r ffurflen hon i'r gweithiwr

Llofnod y Rheolwr: ..... Dyddiad: .....

Llofnod unrhyw unigolyn arall oedd yn bresennol yn y cyfweiliad: .....

**I'W LENWI GAN Y GWEITHIWR:**

Tystiaf i mi gael cyfarfod yn unol â'r Drefn ar gyfer Absenoldeb Salwch, a bod y nodiadau uchod yn gofnod cywir o'r drafodaeth. Rwy'n deall pe bawn i'n methu â dangos gwelliant boddhaol, ar ôl derbyn cefnogaeth gyson, y bydd yn rhaid dilyn Trefn Ddisgyblu'r Ysgol/Trefn Medrusrwydd Salwch.

Llofnod y Gweithiwr: ..... Dyddiad: .....

**RHAN 2 – ADOLYGU ABSENLDEB SALWCH (6 wythnos i 3 mis yn ddiweddarach)**

Dyddiad y cyfarfod adolygu: .....

A ddangoswyd gwelliant boddhaol tuag at y targedau y cytunwyd arnynt? D/N

Os na, pam? (rheswm)

Y camau priodol nesaf.

Ticiwch y blwch perthnasol i nodi canlyniad y Cyfarfod Adolygu ac i ddatgan eich rhesymau dros ddewis y weithred:

- Dim angen gweithredu pellach – achos wedi cau
- Cynnal Adolygiad Pellach
- Cyfeirio'r achos at y Drefn Disgyblu
- Cyfeirio'r achos at Banel Medrusrwydd Salwch

Dyddiad : .....

MATERION A DRAFODWYD	CEFNOGAETH A GYNIGWYD	TARGEDAU Y CYTUNWYD ARNYNT
Cyfeirio at lechyd Galwedigaethol	I / N	

Tystiaf i mi

- Gynnal Adolygiad Absenoldebau Salwch yn unol â'r Drefn Absenoldeb Salwch
- Egluro canlyniad y cyfarfod i'r gweithiwr, gan gynnwys unrhyw gamau gweithredu, os o gwbl
- Rhoi copi o Rhan 2 o'r ffurflen hon i'r gweithiwr

Llofnod y Rheolwr: ..... Dyddiad: .....

Llofnod unrhyw berson arall oedd yn bresennol yn y Cyfarfod: .....

Tystiaf i mi fynd i Gyfarfod Adolygu yn unol â'r Drefn Rheoli Absenoldebau Salwch ac mae'r nodiadau uchod yn gofnod o'r drafodaeth.

Llofnod y Gweithiwr: ..... Dyddiad: .....

### RHAN 3 - ADOLYGIAD ABSENOLDEB SALWCH PELLACH (Os yn berthnasol)

Dyddiad y cyfarfod Adolygu Pellach : .....

A ddangoswyd gwelliant boddhaol tuag at y targedau y cytunwyd arnynt D/N

Os na, pam (beth yw'r rheswm)?

Ticiwch y blwch perthnasol i nodi canlyniad yr Adolygiad Pellach Absenoldebau Salwch a datgan eich rhesymau dros ddewis y weithred:

- Dim angen gweithredu pellach – achos wedi cau
- Cyfeirio achos at y Drefn Disgyblu
- Cyfeirio achos at Gyfarfod Medrusrwydd Salwch

Rhesymau .....

Tystiaf i mi

- Gynnal Cyfarfod Adolygu yn unol â'r Drefn Rheoli Absenoldebau Salwch
- Egluro canlyniad y cyfarfod i'r gweithiwr, gan gynnwys unrhyw gamau gweithredu, os o gwbl
- Rhoi copi o Rhan 3 o'r ffurflen hon i'r gweithiwr

Llofnod y Rheolwr: ..... Dyddiad: .....

Llofnod unrhyw berson arall oedd yn bresennol yn y Cyfweiliad: .....

Tystiaf i mi fynd i'r Adolygiad Pellach yn unol â'r Drefn ar gyfer Rheoli Absenoldebau Salwch a bod y nodiadau uchod yn gofnod o'r drafodaeth.

Llofnod y gweithiwr: .....

## Schools Policy on Managing Sickness Leave October 2014

### **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.

**1.1 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.

**1.2 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 or, in the case of the headteacher, the chair of Governors**

- Fairly, consistently and sympathetically implement the Sickness Leave Management Procedure.
- Ensure that all staff follow the notification procedure and that every absence is certified and recorded.
- Manage, monitor and review absence through holding Return to Work Interviews (**SA2**) following every sickness leave of **four consecutive days or more**. Ensure that all appropriate and relevant documents have been filled in.
- Conduct a **Formal Sickness Absence Review Interview (SA3)** when an employee reaches one or more of the specified trigger points. 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 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 Capability Hearing on Health Grounds procedure when required.

#### **3.2 ALL 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;
- To attend Return to Work Interviews, Formal Sickness Absence Review Interviews, Review Meetings and any appointments with the Occupational Health Unit.
- 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. (SA1)

**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 four consecutive** days or longer, but certainly within five school working days. ( SA2)

**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 staff member 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 four consecutive 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.(SA2)

**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 Occupational Health Service;
- up-date the staff member 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.(SA2)

6.2 The staff member 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 trigger 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 trigger 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 trigger points have been reached, the staff member is required to attend a **Formal Sickness Leave Review Interview (SA3)** with the line manager. The trigger points are as follows:

- 4 or more **episodes** of sickness leave within any 3 month period
- 10 or more days of sickness leave 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 trigger 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 can refer the staff member to the Occupational Health Department 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 (SA3) 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 Human Resources 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 or the Human Resources Department will attend the second interview to ensure compliance with agreed processes and/or;
    - (ii) refer the employee to the Occupational Health Department 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, or
    - (iv) or follow the Capability Hearing on Health Grounds procedure.
- 7.2.2** A record will be kept (SA3) 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.
- 7.2.3** 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 or the Capability Hearing on Health Grounds procedure, every Return to Work Interview (SA2), Formal Interview to Review Sick Leave (SA3) 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 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** The line manager may refer the employee to the Occupational Health Unit for a medical opinion at any point during the absence if the circumstances of the case are such that it is necessary, or would assist the manager in selecting action. If the line manager is aware that the employee will be absent for a month or more, if the employee states that the absence is due to stress (regardless of whether the stress is work related or otherwise) or if the employee states that he/she is suffering from a muscular-skeletal problem, the line manager must refer the employee to the Occupational Health Unit. It is imperative that the line manager consults with the employee over the details of the referral prior to submitting the referral.
- 9.3** The purpose of the referral is, not only to provide support to the employee, but also to ascertain whether the employee is fit to undertake the work he or she is contracted to do, what adjustments can be made to the employee's duties and/or workplace in order to facilitate his/her return, and/or when it can be reasonably anticipated that he/she will be fit to return to work, if at all.
- 9.4** As a consequence of receiving the Occupational Health Physician/Adviser's report, consideration can be given to conducting a Capability Hearing on Health Grounds in order to decide on the next appropriate steps.

## **10.0 CAPABILITY HEARING ON HEALTH GROUNDS**

- 10.1** When a decision is taken to convene a Capability Hearing on Health Grounds, the hearing should be arranged as soon as possible. The member of staff and his/her representative should be given written notice, providing details of the date, time and venue, together with any copies of documents that will be used as part of the hearing. The letter should warn the member of staff that the hearing could lead to dismissal following a notice period. The agreed schedule and protocol of the 'Schools Disciplinary Procedures' policy will be used when following this course of action.
- 10.2** The hearing will be conducted by members of the school's Discipline Sub-panel. The line manager will present the case, the employee and his/her representative will have the opportunity to ask questions following this

presentation, and the staff member will have the opportunity to outline the case from his/her point of view. Members of the sub-panel will ask any questions arising from both sides, and witnesses can be called as required.

**10.3** When reaching a decision, the options available to the Sub-panel will include:

- not to take any further steps
- to review the matter (including any further medical referrals) for a specific period of time
- to re-locate when this is practicably possible
- dismissal.

**10.4** The employee and his/her representative will be informed by letter of the decision, and will be advised on the right of appeal.

## Appendix 1 -

### **SCHOOL SICKNESS LEAVE NOTIFICATION PROCEDURE**

#### **1<sup>st</sup> 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 (SA1) 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 4<sup>th</sup> day, it is imperative that he/she notifies the line manager of that and complete and sign the appropriate documents.(SA1)

#### **5th, 6th and 7<sup>th</sup> Day of Absence**

If the individual returns on the 5<sup>th</sup>, 6<sup>th</sup> or 7<sup>th</sup> day, it is imperative that the staff member notifies his manager/line manager and complete and sign the appropriate documents.(SA1)

#### **8<sup>th</sup> Day of Absence**

It is imperative that the staff member completes and signs the appropriate documents (SA1). 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

Form SA1

Form SA2

Form SA3



**SICKNESS ABSENCE RECORDING FORM**  
**This form must be completed for each period of sickness leave**

All records are kept confidentially by the Schools Salary and Contracts Department. Employees are entitled to view their individual absence records and may do so by contacting their Line Manager or Human Resources Officer.

**PERSONAL DETAILS**

Name: ..... Pay Number: .....  
Job Title: ..... Department: .....  
Service: ..... Unit: .....

**LENGTH OF ABSENCE**

First day and date of absence: .....  
Last day and date of absence: .....  
Day and date of return: .....  
Number of working days absent (include 1/2 days): .....

(If you could have returned to work sooner than the above date but for holidays, note the first date you were fit to return to work .....)

**REASON(S) FOR ABSENCE**

- Back or neck problems
- Colds and flu (infections)
- Pregnancy related
- Genito-Urinary (including menstrual problems)
- Heart, blood pressure & circulation
- Eye, ear, nose & mouth/dental (to include sinusitis)
- Other musculo-skeletal problems
- Stress, depression, anxiety, mental health & fatigue
- Headaches and migraine (neurological)
- Stomach, liver, kidney & digestion (including gastroenteritis)
- Chest & respiratory (to include chest infections)
- Other – details .....

**WORK-RELATED ABSENCES**

Was the absence work-related?      Y / N      HSI I Unique Number:

**CERTIFICATION**

I certify that I was absent from work due to sickness during the period stated above and that I have received a return to work interview if relevant.

**Signature of employee:** ..... **Date:** .....

I confirm that (A) I have not worked or taken part in any activity not consistent with the reason(s) for my absence and (B) I am now fit to return to duty. I understand that to give false information on this form may be regarded as gross misconduct and may lead to dismissal.

**TO BE COMPLETED BY THE LINE MANAGER**

Fit Note Attached        
I confirm that I have held a return to work interview in accordance with the Sickness Absence Management procedure if relevant.

**Line Manager's Name:** .....

**Line Manager's Signature:** ..... **Date:** .....



RETURN TO WORK – INTERVIEW FORM
This form must be completed for every sickness absence of 4 consecutive days or more

PERSONAL DETAILS

Name: ..... Pay Number: .....

LENGTH OF ABSENCE

First day and date of absence: .....

Last day and date of absence: .....

Date and date of return: .....

Number of working days absent (include 1/2 days): .....

FITNESS TO RETURN TO WORK

Does the employee confirm that s/he is fit to return to work: Yes / No

If the employee is returning to work before the date given on his/her original GP certificate:

Has the employee provided a medical certificate from his/her GP confirming that s/he is fit to return to work?

Yes / No

If 'No', the employee should not return to work until this certification has been provided.

THE INTERVIEW

Details of issues discussed, including reason(s) given by the employee for his/her absence:

Table with 4 columns: ISSUES DISCUSSED, Work Related HSI No., SUPPORT OFFERED, INFORMAL TARGETS AGREED. Includes a sub-section for 'Refer to Occupational Health' with Y/N options.

TRIGGER POINTS FOR REFERRAL TO THE FORMAL PROCEDURE FOR REPEATED SHORT TERM ABSENCE

Tick to indicate whether the employee has reached any of the following trigger points:

- 4 or more episodes of sickness leave within any 3 month period
10 or more days sickness absence within any 3 month period
Recognisable patterns such as frequent absenteeism on a Friday or Monday
Any other circumstances, deemed by the manager to be sufficiently problematic, such as repeated failure to record a valid reason for sickness absence (please give details).

If the employee has reached one or more of the trigger points, please tick to confirm that you have informed him/her that arrangements will be made for a Formal Sickness Absence Review Interview.

CERTIFICATION

I certify that I have interviewed the above employee today, in accordance with the Sickness Absence Management Procedure and provided him/her with a copy of this completed form:

Signature of Line Manager ..... Date: .....

TO BE COMPLETED BY THE EMPLOYEE

I certify that I have been interviewed in accordance with the Sickness Absence Management Procedure and that the above notes are a true record of the discussion:

Signature of Employee: ..... Date: .....



**GWYNEDD COUNCIL  
SICKNESS ABSENCE REVIEW FORM**

**CONFIDENTIAL**

**This form must be completed once the member of staff reaches one or more of the specific trigger points.**

**SA3**

**PART I – SICKNESS ABSENCE REVIEW**

Name: ..... Payroll Number: .....

Job title ..... Department: .....

Service: ..... Unit: .....

**DETAILS OF THE MOST RECENT ABSENCE**

First day and date of absence: .....

Last day and date of absence: .....

Day and date of return: .....

Number of working days absent (include ½ days): .....

(If you could have returned to work sooner than the above date but for leave, note the first date you were fit to return to work.....)

**REASON FOR SICKNESS ABSENCE REVIEW**

- 4 or more episodes of sickness leave within a three month period
- 10 or more days of sickness leave within a three month period
- Identifiable patterns such as frequent absenteeism on Fridays or Mondays
- Any other circumstances deemed by the manager to be sufficiently problematic, such as repeated failure to record a valid reason for the sickness absence (please provide full details):

.....  
 .....  
 .....

Details of the issues discussed, including reason(s) by the employee for his/her absence(s):

MATTERS DISCUSSED		SUPPORT OFFERED	AGREED TARGETS
	Work-related HI I .....		
			Refer to Occupational Health      Y / N

Date agreed for Review Meeting: .....

**Please note that you must hold a Review Meeting, even where no improvement targets have been set.**

**CERTIFICATION**

I certify that I have (please tick to confirm):

- Interviewed the employee in accordance with the Sickness Absence Procedure.
- Explained to the employee the consequences of failure to meet the agreed targets.
- Provided the employee with a copy of Part I of this form.

Signature of Manager: ..... Date: .....

Signature of any other individual present at the interview: .....

**TO BE COMPLETED BY THE EMPLOYEE:**

I certify that the meeting was in accordance with the Sickness Absence Procedure and that the above notes are a true record of the discussion. I understand if I fail to demonstrate sufficient improvement despite consistent support, the matter will be dealt with in accordance with the Schools Discipline Procedure / Capability Hearing on Health Ground Procedure.

Signature of Employee: ..... Date: .....

**PART 2 - SICKNESS ABSENCE REVIEW (6 weeks to 3 months later)**

Date of the review meeting:

.....

Was there an acceptable improvement towards achieving the agreed targets? Y/N

If not, why? (reason)

.....  
 .....  
 .....

Next appropriate steps.

Please tick the relevant box to note the outcome of the Review Meeting and state your reasons for the action:

- No further action required – case closed
- Hold a Further Review  
 Date:.....  
 Refer the case to the Discipline Procedure  
 Refer the case to the Capability Hearing on Health Ground Panel

MATTERS DISCUSSED		SUPPORT OFFERED	AGREED TARGETS
Refer to Occupational Health	Y / N		

I Certify that I have

- Held the Sickness Absence Review in accordance with the Sickness Absence Procedure.
- Explained the outcome of the meeting to the worker, including any actions to be taken, if at all.
- Provided the employee with a copy of Part 2 of this form.

Signature of Manager: ..... Date:

.....

Signature of any other individual present at the Meeting:

.....

I certify that I attended the Review Meeting in accordance with the Sickness Absence Procedure and that the above notes are a record of the discussion.

Signature of Employee: ..... Date:

.....

**PART 3 – FURTHER SICKNESS ABSENCE REVIEW  
 (If applicable)**

Date of the Further Review meeting:

.....

Was there an acceptable improvement shown towards achieving the agreed targets Y/N

If not, why (what is the reason)?

.....  
 .....

Please tick the relevant box to note the outcome of the Further Sickness Absence Review Meeting and state your reasons for the chosen action:

- No further action required – case closed
- Refer the case to the Discipline Procedure
- Refer the case to the Capability Hearing on Health Ground Panel



Reasons

.....  
.....

I Certify that I have

- Held the Review Meeting in accordance with the Procedure for Managing Sickness Absence.
- Explained the outcome of the meeting to the employee, including any actions to be taken, if at all
- Provided the employee with a copy of Part 3 of this form.

Signature of Manager: ..... Date:

.....

Signature of any other individual present at the Interview:

.....

I certify that I attended the Further Review Meeting in accordance with the Procedure for Managing Sickness Absence and that the above notes are a record of the discussion.

Signature of employee: ..... Date: .....