

This document sets out a pro-active approach to Attendance, which recognises the shared responsibility of all Council employees to optimise attendance at work. Fife Council recognises that to deliver quality services to the community a motivated effective workforce is essential. In line with the Council's Aims and Values, the Council will provide training, guidance and support in ensuring equality of treatment for all employees in matters of attendance.

Guiding Principles

The key principle of this Policy is to provide a sympathetic, fair and consistent approach to the management of absence from work.

As a Fife Council employee you can expect:

- a supportive approach from management
- fair treatment
- consistency of application
- confidentiality
- firm response to abuse of absence procedures
- counselling service

In managing attendance Fife Council will:

- operate return to work interviews
- monitor attendance levels and provide feedback to employees
- maintain records of attendance and related meetings
- provide recourse for employees via the Council's Grievance Procedure
- comply with legislation relating to the Health and Safety of employees and disability discrimination
- provide comprehensive training for staff involved in the management of attendance
- deal promptly with cases of long-term incapacity

Scope

This Policy applies to all employees apart from Teachers.

Agreed at JNCF on 24 November 1997, through Policy and Resources Committee on 17 December 1997, ratified by Council on 5 February 1998

*Produced by Fife Council Human Resources Section
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