

Core brief

Introduction

This issue focuses on the Once for Scotland Workforce policy – Attendance Management.

Focus on new Attendance Policy

As you are aware, from 1 March 2020, we will be implementing the new Once for Scotland Workforce policies. This briefing focuses on **Attendance**.

<p>Why do we have this policy?</p>	<p>To encourage attendance and support employees where health issues impact on their ability to be at work.</p>
<p>Who does this apply to?</p>	<p>This policy applies to all employees, including bank, agency and sessional workers.</p> <p>Where health is impacting on performance please refer to the Capability Policy or relevant policy for medical and dental staff.</p> <p>Where the employee needs time off for other reasons there are a range of other policies available. Refer to NHSGGC supporting work-life balance policies for more information.</p>
<p>How does this affect me?</p>	<p>All employees and Line Managers have responsibilities described in the policy. In summary:</p> <p>Line Managers should:</p> <ul style="list-style-type: none"> • support the health, safety and wellbeing of employees recognising their duty of care • take action to identify and reduce, where possible, underlying causes of sickness absence with a view to preventing ill-health • ensure appropriate early intervention where ill-health arises to prevent the escalation of healthcare needs • seek, consider and implement Occupational Health (OH) and health professional advice where appropriate to support employee attendance. Provide feedback to employee where it is not possible to implement OH recommendations • update/record absences in a timely manner across relevant systems.

	<p>Employees should:</p> <ul style="list-style-type: none"> • recognise personal responsibility to take reasonable care of their own health and wellbeing and ensure they are fit to work without detriment to themselves or others • actively participate in the process to avoid delays • communicate at the earliest opportunity any underlying health issues or other contributing factors which may impact on their attendance at work.
<p>What do I need to do now?</p>	<p>New Policy Awareness Raising Sessions - we are running a number of Awareness Raising Sessions for Managers in the lead up to the Go Live date of 1 March – you can book to attend through the following link - management awareness sessions.</p> <p>The policy can be accessed anywhere, at any time and on any device (mobile, laptop, desktop) at https://workforce.nhs.scot or through the link at HR Connect.</p>

Are your contact details up-to-date? [Click here](#) to check