

Policy/Procedure/Strategy: Short Term Sickness Policy and Procedure

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Review Due: 01/12/2020

Department/Section: Human Resources

Date of Assessment: 29/03/2017

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Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

Argyll College UHI aims to encourage all employees to maximise their attendance at work while recognising that employees will from time to time be unable to attend for short periods due to sickness.

- New
- Revised
- Existing

Who will be affected?	Who will be consulted?	Evidence available:
College staff, students, partners and stakeholders	College staff	Qualitative – Argyll College UHI Short Term Sickness Policy and Procedure, Argyll College UHI Long Term Sickness and Return to Work Policy and Procedure, Argyll College UHI Maternity, Paternity, Adoption and Shared Parental Leave Policy, Argyll College UHI Attendance Management Policy, Employment Rights Act (1996), Equality Act (2010), Social Security (Medical Evidence) and Statutory Sick Pay (Medical Evidence)(Amendment) Regulations (2010). Anecdotal – Staff views on the policy.

Step 2

Potential Positive/Negative/Neutral Impact Identified. P, N, N/I	Age	Disability	Gender Reassignment	Marriage/Civil Partnership	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination	N/I	N	N/I	N/I	N	N/I	N/I	N/I	N/I
Advancing Equality of Opportunity	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Promoting Good Relations	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I

Step 3

Action to be taken

- Potential confidentiality issue around the unwanted disclosure of a disability or pregnancy to a line manager, relating to short term sickness.
- Review of equality impact assessment whenever this policy, related college policies or associated legislation is updated or revised.
- Ongoing monitoring of compliance to ensure no protected group is discriminated against when dealing with issues relating to short term sickness.

Summary of EIA Outcome – please tick

- No further action to be carried out
- Amendments or changes to be made
- Proceed with awareness of adverse impact
- Abandon process – Stop and Rethink

Please forward completed EIA forms to the Equality & Diversity Committee