

From mountain to sea

# Attendance Management in Education & Children's Services Operational Guidance for Line Managers

**For every occasion of absence due to illness**, employees and line managers are required to record that absence by following the relevant procedures for recording and when required, certification. To do this, a line manager will be required to have knowledge of or have access to:

- [payroll sickness reporting](#) – this **must** be used for reporting **every time** an employee is absent due to illness. This includes teachers and associated professionals.
- **SEEMIS** – if your school uses 'please takes' or the staff timetable modules, you will be required to use **both** the payroll sickness reporting process **AND** SEEMIS to record a teacher being absent.
- **Bodet** – you will be required to use **both** the payroll sickness reporting process **AND** Bodet if your office uses Bodet to record time keeping and approving flexi/annual leave.
- [Corporate Accident and Attendance system](#) – you will be required to use the Corporate Accident reports **along with any of the other two systems**, if the absence relates to an injury or incident in the workplace.

## Access to systems:

**Payroll sickness reporting process** – there is no specific access required for this. Line Managers will be required to open the appropriate form from Arcadia, fill in the employee details, i.e. payroll number, reason for absence, etc, and then email the completed form direct to payroll. This process **must** be completed **every time** an employee is absent due to illness, **on their first day of absence**. Full instructions can be found on the Arcadia page.

**SEEMIS** – there will be no specific access required for these modules as in most schools, it will be normally be someone in school management or school admin teams who administers the 'please takes' or staff timetable modules.

**Bodet** – you will need to ensure you have access to this system and that you can see your team. This can be done by emailing your Bodet Administrator on 'ECS Bodet Requests'. They will need to know if you are new to Bodet or if you are transferring from another team within Aberdeenshire Council and who your team members are.

**Corporate Accident System** – you will need to ensure you have access to this system and that you can see your team. If you find you do not have access or if you are seeing employees for a previous team, please email 'education@aberdeenshire.gov.uk' who will assist.

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### Line Manager Checklist:

1. **Within your first week of starting in post**, check what the local absence reporting arrangement for both yourself and your team are, i.e. who and how a person should inform their base if they are to be absent. Whatever these local arrangements are:

**on the first day of the absence, all employees** are required to notify their immediate line manager (or appropriate supervisor) by 10am or no later than 1 hour from their normal start time, giving a reason why they are off.

2. **Employees first day of illness** – within the first working day:
  - If using 'please takes', etc, inform your local SEEMIS contact asap to record the teacher absent
  - The payroll sickness reporting process **must be completed every time** an employee is absent due to illness. This includes teachers or associated professionals. If your local arrangements has an admin team carrying out this duty on behalf of a line manager, the line manager is still responsible for informing the admin team in the first instance and also to provide the relevant details for the absent employee, i.e. payroll number, address, first day of absent and reason why.
  - If using Bodet, inform your **local** Bodet Administrator that a member of your team is absent. The local administrator will not need the reason for the absence, just the date of the first day the employee was recorded absent.
  - If the absence is connected to an accident/incident related to work, this requires to be recorded on the Corporate Accident system.

**It is important that the payroll sickness reporting process is started for all periods of absence due to illness** as this links to any salary payments an employee is entitled to receive. It also supports Aberdeenshire's trigger process (see point 5) and a large number of absence statistics are produced based on the payroll information collected.

3. **Employee returning to work** – if the employee is on local government terms and conditions, the line manager requires to give the employee a S69 to complete on the day they return to work. This is generated through the second part of the payroll sickness reporting process. The employee should complete and sign the S69 and return to payroll along with any statements for fitness to work from a doctor as soon as possible.

If the employee is on teacher and associated professionals terms and conditions, they only have to complete and sign the S69 if they are off for **four or more days**. Furthermore:

- If using Bodet, inform your local administrator that the employee has return to work.



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- If the illness was connected to an accident/incident related to work, you will be required to go back into the Corporate Accident system to record a return date and include any investigations that may have been carried out.
4. **Employee return to work meeting** – Line managers should conduct a return to work meeting with employees where one or more of the following applies:
- The employee's level of illness absence is approaching a trigger point (see note 5).
  - There is a pattern or trend beginning to emerge which gives the line manager cause for concern.
  - There are health and safety implications which require to be assessed.

The meeting should be an informal discussion and conducted sympathetically and discreetly during the first day back, or as soon as possible thereafter. The employee should be provided with a copy of the Attendance Management Policy and Procedure prior to the meeting.

5. **Trigger Points** – In order to ensure consistency of practice in dealing and supporting employees with short-term absence, trigger points have been set for short term absences i.e. absence for 10 days or more in a 6 month period, etc. It is the line manager's responsibility to review the dates of absence and then, if necessary, arrange a meeting with the employee to discuss the reasons for their absences and if any support or reasonable adjustments can be put in place to reduce further absences. Standard template letters are available from the [Attendance Resources pack](#).

For more information regarding attendance, please always refer to the corporate documents relating to [Attendance Management policy](#) and procedures in the first instance. These can be found under HR & OD Policies on Arcadia or in the attached links within this document.