

Annex E

**Human Resources - Sickness Absence Review Action Plan April 2009**

Task	Action	Date	Completed
Draft new sickness absence procedures	Current procedures need revising to take into account a) feedback from focus group b) feedback from line managers c) new Acas code of conduct	April 2009	
Circulate draft sickness absence procedures	To staff focus group Line Managers CMT	April	
Consider feedback	Review all the feedback given and revise the draft where applicable	May	
Final Draft sickness absence procedures	Consult with Unison Inform CMT	May/June	
Agreed procedures	Place on the intranet	June	
Training	Ensure all managers are trained	June onwards	
6 <sup>th</sup> Month Evaluation of sickness procedures	Seek feedback from the new procedures.	November	
12 <sup>th</sup> Month Evaluation of sickness procedures	Seek feedback from the procedures.	May 2010	