



## Stages and Levels Fact Information Sheet

<b>What absences have I had for me to trigger?</b>
If you require clarification of the details of your recorded absences, you can find this information by logging on to the ESR portal and selecting 'My Absence Calendar'.
<b>I have only had 2 absences for 1 day each have I still triggered?</b>
Yes. please refer to our Lead Employer website where a list of triggers can be found.
<b>I have/had a GP fit note to cover my sickness do I still need to be staged?</b>
I can confirm that you will still be staged for your sickness even if you have a GP fit note covering you for this period.
<b>Does half a day's sickness count towards an absence trigger?</b>
Where an employee reports for work and following more than half a shift falls sick which results in the need to be sent home, the employee's manager will record this on ESR as authorised leave (paid part day, under the employee's special increasing balance on ESR) and this period of absence may be considered as part of section 6.9 Procedure for Short Term Absence with No Underlying Medical Reason. This ensures a record of all such occasions to identify any patterns of absence, or misuse of the policy. Where an employee is sent home before completing half a shift this will be classed as sickness and will be recorded (for payroll purposes SSP must be full day).
<b>The absences were pregnancy related do they still count towards a trigger?</b>
Pregnancy related absences will not contribute towards the absence triggers at any stage of the procedure for Short Term Absence with No Underlying Medical Reason. For example, if a pregnant employee is off with flu then that is not pregnancy related, however morning sickness or any other conditions certified by a medical certificate as being pregnancy related should be excluded.
<b>My absences are incorrect I do not believe I have hit a trigger</b>
If your sickness absences are wrong, then please liaise with your host who will amend/update your absences accordingly.