

Fife Council recognises that high levels of attendance at work by teachers are a vital factor in the efficient operation of a quality Education Service.

It also recognises the shared responsibility of all teaching staff to strive to attain full attendance at work.

The Council will provide training, guidance and support in ensuring equality of treatment for all teaching staff in matters of attendance.

The following seeks to give expression to the Council's acknowledged duty of care as set out in legislation including the Disability Discrimination Act.

### **Guiding Principles**

The key principle of this Policy is to provide a sympathetic, fair and consistent approach to the management of absence from work.

### **As a member of Fife Council teaching staff you can expect:**

- A supportive approach from management
- Fair treatment
- Consistency of application
- Confidentiality
- Counselling service
- Occupational health and safety support
- The right to representation at appropriate stages

### **In managing attendance Fife Council will:**

- Establish informal contact with teacher on return to work, at earliest opportunity
- Monitor attendance and provide feedback to teachers
- Maintain records of attendance meetings and related meetings, at appropriate stages.
- Provide recourse for teachers via the Education Service grievance procedures
- Comply with legislation relating to the Health and Safety of teaching staff and the Disability Discrimination Act

- Provide comprehensive training for staff involved in the management of attendance
- Deal timeously with cases of long-term incapability

### **Scope**

This policy applies to all staff employed under the terms of the Scottish Negotiating Committee for Teaching Staff.

Agreed at Fife Local Negotiating Committee for Teachers 29 February 2008

*Produced by Fife Council Human Resources Section*

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