Policy / Procedure

|  |  |  |
| --- | --- | --- |
| **Issue** | **Guidance** | **Links** |
| Phased Returns | The pay arrangements to support employees during a phased return to work are:   * any employee who returns to work on a phased return as recommended by occupational health will be entitled to be paid for a period of up to 4 weeks at their normal contractual pay * if the phased return needs to extend beyond this period, the employee will be expected to contribute any untaken accrued annual leave - however, if an employee does not wish to use their annual leave, they can opt to be paid according to the actual hours worked during the phased return period * phased returns should not normally last for periods of longer than 8 weeks. | <https://workforce.nhs.scot/supporting-documents/guides/attendance-policy-guide-for-employees/> |
| Carry over of annual leave if off on long term sickness | Employees who are unable to use up their annual leave entitlement within a given leave year because of long-term sickness absence will be entitled to carry over the remaining balance of their statutory holiday entitlement into the following leave year.  This is based on the statutory holiday entitlement of 5.6 weeks leave (i.e. 28 days for a five-day worker minus any annual leave and/or public holidays taken before sick leave began. | <https://workforce.nhs.scot/policies/attendance-policy-overview/attendance-policy/>  [Annual Leave Policy | NHS Lanarkshire (scot.nhs.uk)](https://www.nhslanarkshire.scot.nhs.uk/download/nhsscotland-annual-leave-policy/) |
| Sickness whilst off on annual leave | When an employee becomes unwell during a period of previously arranged annual leave, they can choose whether their period of illness is to be treated as sickness absence or as annual leave.  If they wish the period of illness to be treated as sickness absence, they are required to report this in line with normal notification, at the time of taking unwell, and certification procedures. The employee will be deemed to have been on sickness absence rather than annual leave from the date of notification. | <https://workforce.nhs.scot/policies/attendance-policy-overview/attendance-policy/> |
| Sickness on a public holiday | When an employee is off sick on a public holiday they do not get a day back in lieu.  However, in the situation where a shift worker is off sick but would have otherwise worked an allocated shift pattern covering their full contracted hours which included a rostered day off on a public holiday, the employee should get a day back | <https://www.stac.scot.nhs.uk/wp-content/uploads/STAC-TCS02-2014.pdf> |
| Stress at work Policy including risk assessment | Information about the HSE Stress Risk Assessment, and help and advice with signposting to appropriate services | <https://www.nhslanarkshire.scot.nhs.uk/download/stress-and-mental-wellbeing-policy/> |

Additional Policies/Supports

|  |  |  |
| --- | --- | --- |
| **Issue** | **Guidance** | **Links** |
| Case Management | Occupational Health Case Management - supporting staff to help address and manage factors that are adversely affecting your overall wellbeing | 01698 759 333 |
| Menopause | Menopause at work policy for staff and managers | [Policy Template Document (scot.nhs.uk)](https://www.nhslanarkshire.scot.nhs.uk/download/menopause-at-work-policy/?wpdmdl=16676&refresh=649c3f5f61e281687961439&ind=1606236292319&filename=Menopause-At-Work-Policy.pdf) |
| Disability in the Workplace | NHS Scotland are members of the Business Disability Forum, the leading business membership organisation in disability inclusion. | [Business Disability Forum](https://businessdisabilityforum.org.uk/) |
| Autism | Support for autistic women and girls in the workplace | [About Us | SWAN (swanscotland.org)](https://swanscotland.org/about-us) |

Contacts for Staff

|  |  |  |
| --- | --- | --- |
| **Name** | **Type of support** | **Contact details** |
| The Talking Rooms | Confidential counselling service | 0800 138 9150  [https://www.thetalkingrooms.com/self-referral/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.thetalkingrooms.com%2Fself-referral%2F&data=05%7C01%7Caudrey.bevan%40nhs.scot%7Ce5035588747e47f7dd8a08db77b4f0a4%7C10efe0bda0304bca809cb5e6745e499a%7C0%7C0%7C638235391233622706%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=8s3%2F4qvd5LHClqtjiRr%2Bzq3hfUNQl7iHFDJ7yJxTrQU%3D&reserved=0) |
| Elament | Online directory of information for people in Lanarkshire seeking assistance with mental health problems | [http://www.elament.org.uk/](https://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.elament.org.uk%2F&data=05%7C01%7Caudrey.bevan%40nhs.scot%7Ce5035588747e47f7dd8a08db77b4f0a4%7C10efe0bda0304bca809cb5e6745e499a%7C0%7C0%7C638235391233622706%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=0MlTOWfMJSbij4md7Zsi7RcfCkD%2FlI%2FuuIjwwIPImDs%3D&reserved=0) |
| National Wellbeing Hub | Access to advice, information and resources to support staff | 0800 111 4191  24 hours a day, 7 days a week  [https://wellbeinghub.scot/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwellbeinghub.scot%2F&data=05%7C01%7Caudrey.bevan%40nhs.scot%7Ce5035588747e47f7dd8a08db77b4f0a4%7C10efe0bda0304bca809cb5e6745e499a%7C0%7C0%7C638235391233622706%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=QCZjSfFebxlnJq5YJo%2Ff8Am5ltQKF%2FzfL2fVF42AgxE%3D&reserved=0) |
| Able Futures | Nine months confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress | 0800 321 313 |
| NHS Lanarkshire Psychological Services | Helps people of all ages cope with a wide range of psychological difficulties | website [http://www.lanarkshiremindmatters.scot.nhs.uk](https://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.lanarkshiremindmatters.scot.nhs.uk%2F&data=05%7C01%7Caudrey.bevan%40nhs.scot%7Ce5035588747e47f7dd8a08db77b4f0a4%7C10efe0bda0304bca809cb5e6745e499a%7C0%7C0%7C638235391233622706%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=84FiSA5aNyTldjZWBju5UyRDGCoJbJR3IP5laTDvUYU%3D&reserved=0)  [https://www.lanarkshiremindmatters.scot.nhs.uk/how-we-can-help-you/daylight-and-sleepio-courses/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.lanarkshiremindmatters.scot.nhs.uk%2Fhow-we-can-help-you%2Fdaylight-and-sleepio-courses%2F&data=05%7C01%7Caudrey.bevan%40nhs.scot%7Ce5035588747e47f7dd8a08db77b4f0a4%7C10efe0bda0304bca809cb5e6745e499a%7C0%7C0%7C638235391233622706%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=t3FxvoUnSVPcsZVD%2FTcMKR%2FI53n7XABOH5xuQJX4FpE%3D&reserved=0)  [https://www.lanarkshiremindmatters.scot.nhs.uk/how-we-can-help-you/calm-distress-online-course-overview/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.lanarkshiremindmatters.scot.nhs.uk%2Fhow-we-can-help-you%2Fcalm-distress-online-course-overview%2F&data=05%7C01%7Caudrey.bevan%40nhs.scot%7Ce5035588747e47f7dd8a08db77b4f0a4%7C10efe0bda0304bca809cb5e6745e499a%7C0%7C0%7C638235391233622706%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=iro1keEsPj2NtNhAEOEzs82kkbA3LpNcfBmSxuyNmDU%3D&reserved=0) |
| Staff Care and Wellbeing | The Staff Care and Wellbeing service seeks to build resilience and enhance wellbeing | 24-hour staff care helpline (01698 752000) and self/team referrals  [Home - Staff Care and Wellbeing](http://firstport2/staff-support/staff-care-wellbeing/default.aspx) |
| Musculoskeletal problems | Self-refer to the staff physiotherapy service | 01698 759333 |