

## Freedom of Information Request

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**Reference Number:** [EPUT.FOI.24.3706](#)

**Date Received:** 03/09/2024

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### Information Requested:

1. Sickness absence

The Bradford factor is a formula used by HR departments to calculate the impact of employees' absences on an organisation.

Q1. Does your Trust/Board use Bradford Factor scoring as part of monitoring sickness absence?

[No](#)

Q2: Does your Trust/Board's sickness absence policy include a threshold at which sickness absence triggers performance management action?

-If yes, what is the threshold? (either days absent or, if used, Bradford Factor score)

[The Trust uses indicator Points – Irregular and frequent absence and long term absence/ill-health](#)

[High level or particular patterns of sickness absence/ill-health or Indicator points are agreed levels of sickness absence or ill-health which, when reached, will activate a management action. What does an indicator look like? It is important to monitor an employee's persistent ill-health and links to absence to enable issues to be identified, such as high levels or particular patterns. An accurate record of sickness levels is essential to the management of ill-health. When reviewing an employee's sickness record any patterns which cause concern should be identified and discussed. This could include repeated absence on a particular day of the week or that tend to occur at a particular time e.g. just before a monthly deadline or towards the end of a busy shift cycle.](#)

- [· Four episodes and/or 10 calendar days in any rolling 12 month period \(pro- rata for part time employees\).](#)
- [· A clear pattern of absence in any rolling 12 month period \(e.g. days off adjoining, or immediately preceding or following; weekends, days off or annual leave, or days falling on the same day\(s\) of the week / time of year;](#)
- [· A clear pattern of absence in any rolling period, up to 36 months \(e.g. festive holidays, school holidays or during adverse weather\).](#)
- [· Large periods of frequent absence with no pattern of underlying health condition apparent;](#)
- [· Indicators or a known underlying condition that relates to presentism or work related stress, anxiety and depression. Signs of "presenteeism" may include the issue of employees coming into work while not physically or mentally well, instead of staying home and recuperating;](#)

- Intermittent ill-health due to an underlying health condition where the reasons for ill-health are directly connected to that condition;
- A continuous period of 4 weeks' (or more) of absence; · where an employee is in attendance at work but has an underlying health condition which means they have been unable to undertake the full duties of their role for a continuous period of 4 weeks or more

Q3: Does your Trust/Board's record disability-related absence separately from sickness absence?

Yes- Under the Equality Act 2010 disability related ill-health (supported by medical advice) will be considered separately from other sickness ill-health, and will not be counted for the purposes of any sickness absence indicators.

## 2. Disability Leave

Disability leave is a period of time off work for a reason related to an employee's disability; for example, to attend hospital appointments or to receive treatment, usually agreed in advance.

Q4: Does your Trust/Board have a disability leave policy?

-If yes, please provide a link to/copy of the policy.

[Paid time off for medical appointments for disability health related conditions should be considered in accordance with the Trust's Reasonable Adjustments Procedure \(HRPG26G\) Please see attached documents](#)

Q5: Does your Trust/Board offer paid disability leave? [See Above](#)

## 3. Championing disability

Disability champions are people in roles that provide a personal lead and commitment to championing accessibility and opportunity for disabled people within their organisation.

Q6: Does your Trust/Board have the following available to doctors and medical students:

- A disabled staff/student network
- A disability champion at a senior/Board level \*
- Disability advocates/champions with lived experience

[We as a Trust have a Disability and Mental Health Network accessible to all staff.](#)

[The Network has two Executive Director Sponsors who champion their work.](#)

Q7: Do you have anyone who is employed in a paid role specifically to ensure that disabled doctors receive workplace support?

- If yes, please provide a brief description of the job role

[Our Equality Advisor supports enquiries from staff members about reasonable adjustments and Access to Work process.](#)

## 4. Reasonable adjustments process

Q8: Does your Trust/Board have a reasonable adjustments policy?

-If yes, please provide a link/copy

[Yes please see attached](#)

Q9: Does your Trust/Board have a centralised budget for making workplace adjustments for disabled doctors/medical students?

No

Q10: Does your Trust/Board have a single point of contact/centralised process for disabled doctors/medical students to request reasonable adjustments?

-If no, please provide brief details of how individual employees can make requests for adjustments (e.g. via their line manager)

No, individual employees request reasonable adjustments through their supervisor and they are implemented via an occupational health referral and ongoing use of our

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#### **Publication Scheme:**

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a guide to the information that is held by the organisation.

EPUT's Publication Scheme is located on its Website at the following link

<https://eput.nhs.uk>