**Delegation for Action under the Sickness Absence Policy**

Managers are authorised to take actions or dismiss an individual subject to a formal sickness meeting in accordance with the below.

* Managers need to be fully trained on the sickness Absence policy and guidelines.
* It is expected in the vast majority of cases that any actions will be issued by the Line Manager.
* The Manager can’t be related to or have a close personal relationship to those involved.
* Where appropriate under the Sickness Absence Policy formal sickness absence meetings will be held in conjunction with a representative of the People & OD department.
* For cases where dismissal may be an option a representative of the People & OD department will be present.
* The below table of delegation of authority should be adhered to in the majority of cases, in consultation with the People & OD Department. If for any reason this is not possible, a suitable alternative manager will be nominated by the Director of People & OD (or the Assistant Director of People, in absence).

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Group Involved** | **All stages below Dismissal** | **Dismissal** | **Appeal** |
| **Chief Executive (VSM)** | Chairperson of the Board | Chairperson of the Board | Minister for Health |
| **Executive Directors and Directors reporting to the Board (VSM)** | Chief Executive | Chief Executive | Chairperson of the Board |
| **Senior Managers (Band 8a to Band 9)** | Line Manager  | Line Manager  | Assistant Director/Divisional Director/Head of Service (or Executive Director/Director reporting to the Board where appropriate) |
| **All other Staff (Band 7 and below)** | Line Manager | Line Manager | Level above Line Manager/Divisional Director/ Assistant Director/Head of Service equivalent in another Division |