Policy Title

Policy Subtitle

Version: Enter version nbr

Contents

[1 Introduction 3](#_Toc116914891)

[2 Purpose and scope of the policy 3](#_Toc116914892)

[3 Definitions 3](#_Toc116914893)

[4 Flow chart 3](#_Toc116914894)

[5 Policy Details 3](#_Toc116914895)

[6 Related policies 4](#_Toc116914896)

[7 Policy Owner 4](#_Toc116914897)

[8 Appeals 4](#_Toc116914898)

[9 Review History 5](#_Toc116914899)

# 1 Introduction

Identify what the policy should provide, i.e., guidance on the informal and formal processes for managing staff’s sickness absence from work.

# 2 Purpose and scope of the policy

Describe the aim of the policy. What is it for and who does it apply to?

# 3 Definitions

Add any definitions for specific terms that will be used within the policy.

# 4 Flow chart

Sometimes a picture can speak a thousand words and help end users understand the purpose of this policy. A policy flow chart is a graphical representation of the process of a policy. It includes the people involved, the process, and the decision points

# 5 Policy Details

The policy details are the most important part of a policy. They outline the rules and regulations that apply to any given situation. The policy details should be written in a way that is easy to understand.

# 6 Related policies

List any other policies that are related to this one or that this policy depends on

# 7 Policy Owner

List the departments and/or employees responsible for maintaining this policy.

# 8 Appeals

Describe the process on how to manage an appeal, who hears it, who can accompany employees, reviewing the original outcome imposed to determine if a fair and reasonable process was followed or if the original decision should be overturned or re-heard should be outlined, including confirmation of any appeal decision in writing, noting the decision is final and there is no more right of appeal.

# 9 Review History

A policy review history provides a way for an organization to keep track of the changes that have been made to their policies and procedures. It also provides a way for employees to know what changes have been made, why they were made, and when they were made. An organization can use this information to make informed decisions about whether or not they need to make any additional changes in the future.

The benefits of keeping track of policy reviews include:

- Knowing what has changed over time

- Keeping all employees on the same page with company policies

- Reducing confusion and miscommunication.

Below is an example of a policy review history

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Purpose |
| 1.0 | 10/12/2021 | Ruth Johnson | First released version |
| 1.1 | 07/03/2022 | Karl Williams | Changes required due to new Changes in GDPR regulation |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |