



# Policy:

## HR 008 Disabled Staff

|                                |                                |
|--------------------------------|--------------------------------|
| <b>Executive Director Lead</b> | Director of Human Resource     |
| <b>Policy Owner</b>            | Head of Equality and Inclusion |
| <b>Policy Author</b>           | Head of Equality and Inclusion |

|                                |                  |
|--------------------------------|------------------|
| <b>Document Type</b>           | Policy           |
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| <b>Ratified by</b>             | People Committee |
| <b>Date of Issue</b>           | 20/07/2020       |
| <b>Date for Review</b>         | 31/07/2023       |

### Summary of policy

The purpose of this policy is to set out the approach of the Trust in its aim to embrace a 'social model of disability', to set out what the Trust will do to ensure that disabled staff, volunteers and job applicants do not experience barriers to employment in the Trust, and set out key areas of policy relevant to disabled staff and potential employees and how the Trust will take forward that policy.

|                        |                                   |
|------------------------|-----------------------------------|
| <b>Target audience</b> | All staff and potential employees |
|------------------------|-----------------------------------|

|                 |   |
|-----------------|---|
| <b>Keywords</b> | Disability; Staff; Reasonable Adjustments; Equality; Diversity. |
|-----------------|---|

### Storage

This is Version 2 and is stored and available through the SHSC Intranet/Internet.  
This version supersedes the previous Version 20<sup>th</sup> October 2017.  
Any copies of the previous policy held separately will be destroyed and replaced with this version.

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## Version Control and Amendment Log

| Version No. | Type of Change                | Date        | Description of change(s)   |
|-------------|-------------------------------|-------------|--|
| 1           | New draft policy created      | July 2017   | Case of need agreed by EDG on the 20th July 2017   |
|             | Ratification and issue        | August 2017 | <p>Amendments made during consultation, prior to ratification</p> <ul style="list-style-type: none"> <li>• JPG – considered the draft policy– amendments were agreed and sent for confirmation to JPG to provide verification.</li> <li>• The Trust Disability Confident Employer Task and Finish group members were consulted on the draft</li> <li>• Human Resources HRA and HRBP teams were consulted on the draft, amendments and comments were reviewed and the policy amended and updated.</li> <li>• Current legislation and associated guidance and NHS staff council guidance were considered.</li> </ul>   |
| 2           | Review / ratification / issue | July 2020   | <p>Scheduled review and update:<br/>Amendments made during consultation, prior to ratification:</p> <p><b>Disability Confident Group</b> – reviewed the policy – updated to include reference to:</p> <ul style="list-style-type: none"> <li>• The new trust ‘disability passport</li> <li>• Take account of NHs Employers guidance and terminology change from <i>Disability Related Absence</i> to <i>Disability Leave</i> to bring in line with how this type of absence is described in national documents.</li> <li>• Included reference to the Workforce Race Equality Standard (WDES) which has been implemented since the original version.</li> <li>• Latest guidance and good practice reviewed and references updated</li> </ul> <p><b>Joint Policy Group</b></p> <ul style="list-style-type: none"> <li>• Requested clarity regarding inclusion of mental health section 7 amended.</li> <li>• Discussed if there was a need for a flow chart agreed a flow chart was not needed/appropriate.</li> <li>• 7.2.7 agreed to add ‘additional support’ and that list the 7.3.2 is not exhaustive.</li> <li>• Confirmed the principles and values underpinning this policy are based on the Social Model of Disability.</li> </ul> |
|             |                               |             |  |

**Flowchart**

**Flow Chart not applicable**

## 1. Introduction

Disabled people can face discrimination and disadvantage in the workplace, including physical, social and attitudinal barriers. There are equality implications with respect to impairment and disability, including any mental health issue. The skills and experience of disabled employees are highly valued and the Trust is committed to supporting disabled employees by removing barriers, tackling discrimination and implementing good employment practice. Disability is considered specifically within several Trust policies but the Trust aims to embrace a 'social model of disability' which does not, for example, align disability with a person's general health. The 'Social Model' of disability focuses on the principle that disability is caused by the way society is organised, rather than by a person's impairment or difference. Its focus is on looking at ways of removing barriers that restrict life choices for disabled people. Considering disabled staff within the context of this social model is empowering and positive and allows the Trust to demonstrate a clear commitment. It is also in line with Trust values.

The NHS Workforce Disability Equality Standard (WDES) has now been introduced which underpins the principles of this policy and provides a focus on several specific areas for the Trusts to focus on to promote a positive and proactive approach towards disability and to creating an inclusive and open culture. The WDES will help inform year on year improvements in reducing those barriers that impact most on the career and workplace experiences of Disabled staff; driving changes in attitudes, increasing employment and career opportunities, and implementing long-lasting change for Disabled people.

## 2. Scope

This policy applies to disabled staff employed by the Trust. It is also relevant to disabled people who are potential employees and those who undertake roles in the Trust but are not employed by the Trust such as volunteer's, contractors, trainees and agency workers.

## 3. Purpose

- 3.1 The purpose of this policy is to set out the approach of the Trust in its aim to embrace a 'social model of disability'.
- 3.2 To set out what the Trust will do to ensure that disabled staff, volunteers and job applicants do not experience barriers to employment in the Trust, and
- 3.3 To set out key areas of policy relevant to disabled staff and potential employees.

## 4. Definitions

### 4.1 Disability

The Equality Act 2010 provides a legal definition of Disability; this policy applies to persons that fall within this definition. Guidance has also been published under the provisions of the Equality Act 2010 on *Matters to be Taken into Account in Determining Questions Relating to the Definition of Disability*. Relevant areas of

this guidance are referred to in this policy however the guidance should be considered when considering if this policy applies.<sup>1</sup>

*The Equality Act 2010 definition:*

*A person has a disability if they have a physical or mental impairment, and the impairment has a **substantial** and **long-term adverse** effect on Persons ability to carry out **normal day-to-day activities**.*

#### 4.2 **Substantial**

The Equality Act 2010 says that a substantial effect 'means one that is more than a minor or trivial effect<sup>2</sup>. Section B (p.14) of the guidance referred to in section 3.1 provides more details of what this means, however it is noted in this section that whether a person satisfies the definition of a disabled person for the purposes of the Act will depend upon the full circumstances of the case.

#### 4.3 **Long- term means**

Have lasted or be likely to last 12 months or more. However certain conditions are deemed to be Disabilities from day one these are: Cancer, HIV infection and multiple sclerosis<sup>3</sup>

#### 4.4 **Normal day-to-day activities**

The Equality Act 2010 Guidance should be considered in relation to defining normal day to day activities.

#### 4.5 **Conditions legally not deemed to be disabilities**

Equality Act 2010 (Disability) Regulations 2010 set out what is expressly not a Disability.<sup>4</sup>

#### 4.6 **Disability Leave**

Disability leave is paid time off work for a reason related to someone's disability, for example time off to help them manage their disability e.g. to attend appointments or consultations or have treatment related to the on-going management of their disability. Disability Leave is not the same as Disability Related Sickness Absence. (See appendix A for more details)

### 5. **Detail of the Policy**

The broad overview of this policy is as described in the introduction.

### 6. **Duties**

6.1 Line managers should be aware of this policy and bring it to the attention of disabled staff in their services and in particular adopt practice that supports the principles of the social model of disability.

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<sup>1</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/570382/Equality\\_Act\\_2010-disability\\_definition.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/570382/Equality_Act_2010-disability_definition.pdf)

<sup>2</sup> S.212 (1)

<sup>3</sup> Equality Act 2010 Sch1, Para 6

<sup>4</sup> For more details see <http://www.legislation.gov.uk/ukxi/2010/2128/memorandum/contents>

6.2 Staff who are not disabled should be aware of the policy and in particular the principles of the social model of disability when working alongside colleagues who are disabled.

6.3 Disabled employees are encouraged to inform their line manager that they are disabled. While this is not obligatory, it is recommended that they do so to facilitate making reasonable adjustments. Disabled staff are also encouraged to complete the Electronic Staff Record (ESR) so that the Trust can monitor the numbers of staff in the Trust who are Disabled.

## **7. Procedure**

### **7.1 Employing Disabled People**

7.1.1 The Trust will aim to be an employer of choice for disabled people and work towards this by:

- Being a Mindful Employer and meeting the charter commitments associated with this.
- Meeting level two of the Disability Confident Employer standard as a minimum and take action to meet Level Three – ‘Disability Confident Leader’.
- Respond positively to national initiatives and work with local partners and stakeholders to maximise opportunities to employ disabled people.

7.1.2 The Trust will maintain and publish information about the number of employees who are disabled and use national and local information such as the NHS staff survey and WDES metrics to identify areas for improvement where these appear to be required.

7.1.3 The Trust will ensure that staff with responsibility for recruitment and line management received appropriate training about disability and employment.

### **7.2 Reasonable Adjustments**

7.2.1 It is important to note that the definition of disability in the Equality Act 2010 includes mental health

7.2.2 The Equality Act 2010<sup>5</sup> requires that adjustments are considered in three areas, and if these are assessed as reasonable adjustments then they must be made. In the case of disability this means that a disabled employee or applicant may be treated more favourably than an employee or applicant who is not disabled.

The three areas that must be considered are:

- Where a ‘provision, criterion or practice’ puts a disabled person at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take reasonable steps to avoid the disadvantage.

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<sup>5</sup> S.20 Equality Act 2010

- Where a physical feature puts a disabled person at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take reasonable steps to avoid the disadvantage.
- Where a disabled person would, but for the provision of an auxiliary aid, be put at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take reasonable steps to provide the auxiliary aid.

7.2.3 How a provision, criteria or practice impacts on a disabled person needs to be considered on an individual basis and in line with current case law, this could include making changes to how a policy or practice is applied to a disabled person. Persons dealing with individual cases should seek advice from HR.

7.2.4 It is the responsibility of the line manager or person tasked with the equivalent role to facilitate consideration of reasonable adjustments and ensure that where these have been agreed access to them is facilitated in a timely manner.

7.2.5 Delays in providing adjustments may impact negatively in disabled staff therefore arranging adjustments must be prioritised. The timescale for meeting adjustments must be agreed with the disabled member of staff, and if there is a delay agree how the identified barriers are going to be addressed in the short term.

7.2.6 Where changes to physical features or the provision of auxiliary aids are required the Trust does not hold a central budget and costs are met through the service budget, however the legal duty to make reasonable adjustments lies with the Trust not the service so if a cost or requirement is reasonable this must be met.

7.2.7 The Equality Act 2010 (Disability) Regulations 2010, include some provisions regarding reasonable adjustments which may be considered in particular when looking at providing ancillary aids and additional support or proposed changes to buildings.

7.2.8 A decision not to make an adjustment must be objectively justified. The Trust will provide advice and support to services on making adjustments.

7.2.9 As soon as a line manager is made aware that a member of staff may be disabled and may therefore require adjustments they must prioritise meeting with the member of staff to discuss this.

7.2.10 The Trust will introduce a Workplace Adjustment and Wellbeing Passport which is a collaborative, voluntary, live record of adjustments agreed between the employee and their manager to support them at work because of their health condition or disability.

### **7.3 Access to Work**

7.3.1 Access to Work grants can pay for practical support for a disabled employee or applicant to start working or stay in work. Grants are available for people over

16 who have a disability, health condition or mental health condition that affects the person's ability to work.

#### 7.3.2 Grants can pay for things like:

- Adaptations to equipment
- Special equipment
- Fares to work if you can't use public transport
- A support worker or job coach to help in the workplace
- A support service if someone has a mental health condition and are absent from work or finding it difficult to work
- Disability awareness training for colleagues
- A communicator at a job interview
- The cost of moving equipment if someone changes location or job

This list is not exhaustive

7.3.3 Disabled staff or applicants must apply for the grant themselves, however it is important that line managers are aware of this option and provide advice and information to staff who may be disabled or become disabled while they are in employment.

7.3.4 Applications must be made within six weeks of starting a new position for a maximum contribution to be paid by access to work.

7.3.5 Information about how to make an application will be maintained in HR and published on the Trust intranet.

### **7.4 Disability Leave and Disability Related Sickness Absence**

7.4.1 Disability Leave is a period of time off work which has been approved by the employer for a reason related to an employee's disability. For example, to attend a hospital appointment or to receive treatment and may be a reasonable adjustment under the Equality Act 2010.

7.4.2 Disability and ill health are not the same thing and disabled staff may require time off work to help them manage their disability. This type of absence is not recorded as sickness absence, (see section 6.15 of the Promoting Attendance and Managing Sickness Absence Policy) and is defined in section 4 above.

7.4.3 Disability Leave is not intended to apply to extended periods of absence. Long periods of absence will be considered under Promoting Attendance and Managing Sickness Absence Policy or flexible working policy dependant on circumstances.

7.4.4 Disability related sickness absence is a form of sickness absence that is directly or indirectly attributed to a person's disability or long-term condition. Such absences should be flagged by the employee as relating to their disability when notifying their manager and the Promoting Attendance and Managing Sickness Absence Policy will apply

7.4.6 On occasion absence related to Disability Leave and Sickness Absence associated with a disability may overlap, where this is the case a line manager will have discretion to exclude some of the period of absence as Disability Leave as long as they can objectively justify this decision (examples are provided in appendix A).

7.4.7 See Appendix A for guidance on agreeing Disability Leave

## **7.5 Personal Assistant Support**

Disabled staff or applicants may have a personal assistant who they employ to support them. In such cases, the personal assistant's expenses would normally be covered by the disabled person or for example by an access to work grant however if this is not the case then reimbursement of travel and subsistence allowances to allow the personal assistant to accompany the disabled person should be considered as a reasonable adjustment.

## **7.6 Improving the Workplace for Disabled staff**

7.6.1 The Trust is committed to improving facilities for disabled employees and service users. When undertaking new building, alterations, or site moves, consideration will be given to the need for and improvements to physical access to buildings and worksites.

7.6.2 Employees who have a disability or long-term health issue will be entitled to reasonable time off to attend network meetings and relevant work groups.

## **7.7 Preventing Unlawful Discrimination**

7.7.1 Failure to make a reasonable adjustment for a disabled member of staff is unlawful discrimination. The Trust will consider requests for adjustments carefully and will objectively justify any requests for adjustments that the Trust cannot meet, to the person making the request.

7.7.2 The Trust will encourage line managers (through provision of guidance and system prompts) to liaise with colleagues when disabled members of staff move posts or premises to ensure continuation of agreed adjustments.

7.7.3 Making reasonable adjustments is an on-going requirement which should be reviewed at regular intervals.

7.7.4 All staff volunteers' contractors and agency workers are expected to meet the requirements of the Equal Opportunities and Dignity at Work Policy. Negative attitudes and banter associated with disabled people will not be tolerated and it is the responsibility of all staff to challenge this in all areas of the workplace.

## **8. Development, Consultation and Approval**

Consultation and Development of the policy (V1) was led by the Head of Equality and Inclusion. The Trust Disability Confident Employer Task and Finish group, Human Resources HRA and HRBP and JCF were consulted and involved in developing the

Policy. Legislation and associated guidance and NHS staff council guidance were considered.

Review of the policy took place with members of the 'Disability Confident' group and the JCF was consulted

Changes made in response:

- Inclusion of reference to the Workplace Adjustment and Wellbeing Passport
- Terminology change from Disability Related Absence to Disability Leave to bring in line with nationally recognised definitions.
- Included reference to the Workforce Race Equality Standard (WDES) which has been implemented since the original version.
- Requested clarity regarding inclusion of mental health section 7 amended.
- Discussed if there was a need for a flow chart agreed a flow chart was not needed/appropriate.
- 7.2.7 agreed to add 'additional support' and that list the 7.3.2 is not exhaustive.
- Confirmed the principles and values underpinning this policy are based on the Social Model of Disability

## 9. Audit, Monitoring and Review

| <b>Monitoring Compliance Template</b>  |  |  |                         |  |  |  |
|--|--|--|-------------------------|--|--|--|
| Minimum Requirement  | Process for Monitoring   | Responsible Individual/group/committee                           | Frequency of Monitoring | Review of Results process (e.g. who does this?)            | Responsible Individual/group/committee for action plan development | Responsible Individual/group/committee for action plan monitoring and implementation |
| Describe which aspect this is monitoring<br>A) Meeting statutory requirements associated with the policy | Regular reports to the People Committee and specifically via the Workforce Disability Equality Standard (WDES) Reports | Head of Equality and Inclusion reporting to the People Committee | Bi Annual               | Head of Equality and Inclusion and HR Senior Managers Team | Workforce Disability Equality Standard Group                       | Head of Equality and Inclusion – assurance through the People Committee              |

The policy review date is 31 July 2023.

## 10. Implementation Plan

| Action / Task  | Responsible Person             | Deadline  | Progress update   |
|--|--------------------------------|-----------|---|
| Upload new policy onto intranet and remove old version   |                                | July 2020 |   |
| Communicate the new policy to staff through communications briefing and individual emails to managers.   | Head of Equality and Inclusion | July 2020 | To be communicated via Connect at the same time as a general communication about several disability related updates (Disability Confident/ Disability passport) |
| Support implementation by aligning with work on responding to the Workforce Disability Equality Standard | Head of Equality and Inclusion | July 2020 |   |

## 11. Dissemination, Storage And Archiving (Version Control)

The policy is available on the Trust's intranet and available to all staff.

It will be disseminated as a new HR policy

Links to the policy will be placed on relevant intranet pages for example the Staff Wellbeing Intranet widget

Archiving of previous versions is not required as this is a new policy.

| Version | Date on website (intranet and internet) | Date of entry in Connect (all staff communication) | Any other promotion/ dissemination (include dates)              |
|---------|---|--|---|
| 1       | August 2017                             | August 2017  | N/A   |
| 2       | July 2020                               | August 2020  | Manager Briefing and via relaunch of the Disabled staff network |

This is Version 2 and is stored and available through the SHSC Intranet/Internet.

This version supersedes the previous Version 1 [October 2017].

Any copies of the previous policy held separately should be destroyed and replaced with this version.

All versions of HR policies are stored on the HR Shared Drive by the policy author and the PA to the Director of Human Resources.

Word copies of final versions of policies can be obtained from Policy Governance via the PA to the Director of Human Resources.

## 12. Training and Other Resource Implications

- 12.1 Training will be facilitated through integration into other existing training.
- 12.2 Other methods of communicating this policy will be through the work of the Workforce Disability Equality Standard Group.
- 12.3 There are no new cost implications associated with this policy

## 13. Links To Other Policies, Standards, References, Legislation (Associated Documents) And National Guidance

- Recruitment and Selection Policy
- Equal Opportunities and Dignity at Work Policy
- Promoting Attendance and Managing Sickness Absence
- Equality Act 2010
- Workforce Disability Equality Standards (WDES)
- The NHS People Plan - commits the NHS to a range of programmes that directly relates to the WDES such as improving access to flexible working, retaining staff, reducing bullying and harassment and supporting more diverse leadership teams.
- NHS Employers – An Inclusive Approach to Disability Leave
- NHS Constitution – Specific section referring to the rights of staff working in the NHS.
- [Social Model of Disability – removing barriers and finding solutions e.g. flexible working](#)

## 14. Contact Details

| <b>Job Title</b>               | <b>Name</b> | <b>Phone</b> | <b>Email</b>   |
|--------------------------------|-------------|--------------|--|
| Head of Equality and Inclusion | Liz Johnson |              | <a href="mailto:Liz.johnson@shsc.nhs.uk">Liz.johnson@shsc.nhs.uk</a> |
|                                |             |              |  |

## Appendix A – Disability Related Leave Guidance

The following is a guide to reviewing and agreeing **Disability Leave**

Disability Leave is defined in section 4.2 of this policy and is the definition that should be used in any cases that are unclear.

The following are some examples of Disability Leave but each case should be considered on its own merits and this list is not exhaustive.

- Treatment related to an employee's disability such as hospital, doctors, or complementary medicine practitioner's appointments, hospital outpatient appointments associated with managing a disability
- Auxiliary aid assessments and fittings
- Assessment for conditions such as dyslexia
- Appointments for assessments to do with hearing or sight where the person is Disabled in line with the guidance - *Matters to be Taken into Account in Determining Questions Relating to the Definition of Disability*
- Training with guide or assistance dogs
- Counselling/therapeutic treatment attendance at Workplace Wellbeing
- Recovery time after blood transfusion or dialysis treatment
- Physiotherapy.
- Dose Adjustment for Healthy Eating (DAFNE) course generally recommended for people with type 1 diabetes
- Blood tests for diabetes, cancer or other conditions and treatment or tests and recovery time
- Diabetes Education and Self-Management for On-going and Newly Diagnosed (DESMOND) generally recommended for people with type 2 diabetes.
- Dialysis treatment
- Having equipment serviced or fitted

The following case study illustrates the difference between Disability Leave and Disability Related Sickness Absence.

Farah works as a nurse. She informs you that she has breast cancer. Under the Equality Act 2010 guidance Farah is disabled from day one of her diagnosis. Farah starts chemotherapy and then has surgery, she is provided with a fit note from her GP for the full period of the treatment and surgery. The fact she is Disabled is considered when she hits trigger points under the trust policy and the absence is noted as **Disability Related Sickness Absence**.

Farah returns to work; however, one outcome of her cancer is that she has problems with her arm swelling because her lymph nodes have been removed. Although she is able to return to work this has affected her ability to do some tasks that involve heavy use of her arm for example lifting and personal care. You meet with Farah and agree that it would be a **Reasonable Adjustment** for her to avoid tasks that involve lifting and personal care and

Farah has been told that it could take some time for her arm to recover and she has to attend monthly therapy to strengthen the arm and assist fluid drainage. This involves Farah being away from work for half a day a month.

You agree that the therapy sessions are **Disability Leave** and these are not recorded as Disability Related Sickness Absence.

### **Agreeing Disability Leave**

- Agreeing Disability Leave is not a formal procedure it should take place between the line manager and the disabled member of staff.
- Disability Leave may come up, for example, as part of advice from occupational health, through an access to work assessment or requested by a disabled member of staff.
- The main principle to apply in agreeing Disability Leave is to what extent agreeing the absence will assist the member of staff to remain at work.
- Disability Leave will be agreed between the line manager and the disabled member of staff. It will be useful to record agreements on Disability Leave as part of agreements on Reasonable Adjustments.
- Requests for absence related to staff who are not themselves disabled, but who care for a Disabled relative or friend, should be made through the carers leave policy.
- Agreements related to Disability Leave must be regularly reviewed the frequency will depend on the type of absence agreed.
- Disability leave should be considered as a reasonable adjustment and should be dealt with on a case by case basis rather than a prescribed maximum number of days annually.

### **Recording Disability Leave on ESR**

Disability leave should be recorded separately from sickness and disability related sickness absence. This is to ensure employees are not adversely penalised for short term absence related to a disability. This helps safeguard against unlawful discrimination towards disabled employees.

- Records of Disability Leave should be recorded with regard to attendance records in line with Trust guidance (for example using an eForm).
- You should actively encourage staff to declare their disability on the NHS Electronic Staff Record (ESR)

## **Appendix B – Guidance and Information**

### [An Inclusive Approach to Disability Leave](#)

NHS Employers February 2020 – a guide to understanding the difference between Disability Leave and Disability Related Sickness Absence

### [Matters to be taken into Account in Determining Questions Relating to the Definition of Disability](#)

Provides details guidance on the definition of Disability in the Equality Act 2010

### [HM Gmt - Employing disabled people and people with health conditions](#)

This government guidance covers a range of information including advice on specific conditions and links to additional guidance

[Support For Staff Health and Wellbeing Intranet Widget](#) – please note you need to be logged into the Intranet for this link to work.

## Equality Impact Assessment Process and Record for Written Policies

**Stage 1 – Relevance** - Is the policy potentially relevant to equality i.e. will this policy potentially impact on staff, patients or the public? This should be considered as part of the Case of Need for new policies.

**NO** – No further action is required – please sign and date the following statement.  
I confirm that this policy does not impact on staff, patients or the public.

**I confirm that this policy does not impact on staff, patients or the public.**

Name/Date:

**YES, Go to Stage 2**

**Stage 2 Policy Screening and Drafting Policy** - Public authorities are legally required to have 'due regard' to eliminating discrimination, advancing equal opportunity and fostering good relations in relation to people who share certain 'protected characteristics' and those that do not. The following table should be used to consider this and inform changes to the policy (indicate yes/no/ don't know and note reasons). Please see the SHSC Guidance and Flow Chart.

**Stage 3 – Policy Revision** - Make amendments to the policy or identify any remedial action required and record any action planned in the policy implementation plan section

| SCREENING RECORD    | Does any aspect of this policy or potentially discriminate against this group? | Can equality of opportunity for this group be improved through this policy or changes to this policy?   | Can this policy be amended so that it works to enhance relations between people in this group and people not in this group? |
|---------------------|--|---|---|
| Age                 | No   | No  | No  |
| Disability          | No   | Yes – the policy is specifically aimed at promoting equality of opportunity for Disabled staff, job applicants and volunteers.  | The policy aims to promote the concept of a social model of disability. The policy relaunch will highlight this.            |
| Gender Reassignment | No   | No- there is a separate policy on Gender Reassignment Support in the Workplace Policy<br>An employee who identifies that they have gender dysphoria and the condition has a substantial and long-term adverse impact on their ability to carry out normal day-to-day activities may be protected under the provisions in the Equality Act 2010, relating to the protected characteristic of disability. All aspects of this policy would apply as they would to any other disabled member of staff however. | No  |

|                                      |    |    |    |
|--------------------------------------|----|----|----|
| <b>Pregnancy and Maternity</b>       | No | No | No |
| <b>Race</b>                          | No | No | No |
| <b>Religion or Belief</b>            | No | No | No |
| <b>Sex</b>                           | No | No | No |
| <b>Sexual Orientation</b>            | No | No | No |
| <b>Marriage or Civil Partnership</b> | No |    |    |

Please delete as appropriate: - Policy Amended / Action Identified (see Implementation Plan) / no changes made

Impact Assessment Completed by: Liz Johnson – Head of Equality and Inclusion May 2020