



Managing Attendance Criteria

“Lincolnshire Police are committed to achieving maximum levels of attendance. The optimum standard for attendance is that of 100%. The intention of applying the attendance criteria is to recruit, retain, select and promote staff who the Force can depend upon to attend work regularly. However it is accepted that there will be times when an individual is unable to work due to illness or injury” (Lincolnshire Police Managing Attendance Policy July 2004)

The aim of the Lincolnshire Police attendance policy is to promote attendance not prohibit sickness. This form will tell us what we need to know to determine whether you meet our attendance criteria and can proceed to the next stage of our selection procedure. You should read these notes carefully before you complete this form.

Lincolnshire Police Attendance Criteria

To be eligible for consideration for the selection process an individual must not have been absent from work through sickness in the last 12 months for:

- No more than 2 separate occasions of absence
- OR total more than 64 working hours of absence in the 12 month period. (this will be calculated pro-rata if you work part time hours).

If your attendance record meets the criteria in the last 12 months, from the date of your application, your application will be progressed.

If in the last 12 months you do not meet the criteria, the previous **two 12 month periods** will be assessed and you should provide information for year 2 and year 3.

If your attendance record meets the criteria in both these years your application will be progressed. If it exceeds the criteria in either of the 2 years your application will not be progressed.

For those applicants who are unable to provide an attendance record for the previous 3 years, e.g. if you have been unemployed, self employed, in full time education or travelling, please provide additional information regarding your circumstances on a separate sheet.

When applying the attendance criteria consideration will be given to the exclusion of the following:

- Pregnancy related illness prior to the expiry of the statutory maternity leave period.
- Reasonable adjustments for absences directly related to a disability under the Disability Discrimination Act (DDA) 1995.
- Injury at work or on duty as a direct result of the type of work you were performing.

You might need to check with previous employers for information regarding your absence.

We will request details of your attendance history when requesting references.