

Mr Craig Cummings

Date 09 April 2019

request-557xxxxxxxxxxxx@xxxxxxxxxxxxxxxx.xxx

Our ref: EDIR: 22517

Dear Mr Cummings,

**Subject: Training for Managers on Exceptional Circumstances  
Freedom of Information (Scotland) Act 2002**

I write with reference to your email dated 2<sup>nd</sup> April 2019, where you expressed dissatisfaction with the response you received for your request relating to training given to managers in relation to exceptional circumstances and our sickness absence policy.

Exceptional Circumstances are covered within an e-learning package on managing sickness absence. The e-learning module provides a list of examples on what would constitute an exceptional circumstance. These are:

1. Where there is a known remitting and recurring medical condition, e.g. multiple sclerosis
2. The absence relates to a "one-off" situation, e.g. surgical intervention
3. In some cases, industrial injuries may be exempt
4. Absences relating to a previously unknown pregnancy
5. If we find out that your absence relates to a domestic abuse issue
6. Where absence is related to a critical illness, e.g. heart attack, stroke, coronary artery by-pass surgery
7. Management forced absence due to a contagious infection

Please find attached the screenshots for this section in the e-learning module.

Please accept my apologies that this was not provided to you in your initial response.

If you are unhappy with this review outcome or the way we handled your request and review, you have a right of appeal to the Scottish Information Commissioner. You must submit your complaint to the Commissioner within 6 months of receiving this review response. The Commissioner can be contacted at:

The Office of the Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

Telephone: 01334 464610

Fax: 01334 464611

Information Governance Unit, Strategy & Communications Division  
Level 2.1 Waverley Court, 4 East Market Street, Edinburgh EH8 8BG  
Tel 0131 200 2340 E-mail [review@edinburgh.gov.uk](mailto:review@edinburgh.gov.uk)

Website [www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal)

E-mail: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

Please note that, once the Commissioner provides you with a decision on any application made to him, you have the right to lodge an appeal against the decision on a point of law to the Court of Session.

Yours sincerely,

Gabriella Trybalska  
Information Governance Unit