


Policy No: 03-1203	Authorised: 	Date:07/02/2020
STAFF SICKNESS, ABSENCE & TIME-KEEPING POLICIES		

This Policy details the Organisation's philosophy towards staff time-keeping, and the rules governing absence of employees from work which will include sickness, authorised and unauthorised absences.

1. TIME-KEEPING POLICY:

- 1.1 Employees are required to attend punctually for work in accordance with the hours defined in their Contracts of Employment and agreed rota.
- 1.2 Employees are not permitted to leave work before their contracted finishing time without permission from their immediate office/management team.
- 1.3 In the event of an employee requiring time away from work during their normal shift hours then he / she must report back to his / her immediate office/management upon return to work.
- 1.4 Employees not completed the required time as displayed on their rota will have their wages / salary reduced accordingly, at the discretion of the Manager.
- 1.5 Persistent lateness will be considered to be a breach of the Rules & Conditions of Employment.

2. ABSENCE POLICY:

- 2.1 If a member of staff is unable to report for duty for any reason they are required to notify the **office team/Manager** if possible by telephone before the start of the duty shift and definitely on the first day of absence. Text messaging / SMS is not an acceptable or recognised form of communication, as there is no guarantee of the communication received. It is the responsibility of all employees to keep the manager advised of the circumstances which prevent them from reporting for work, and of the likely duration of their absence.
- 2.2 If an employee requires to be absent from work for reasons other than sickness, then prior permission must be obtained from his / her immediate supervisor. This may cover absence for the following reasons:
 - 2.2.1 Jury Duty / Court appearances as a witness:

The Organisation CANNOT prevent an employee from attending any form of Jury Duty, nor can the employee be victimised or suffer any detriment by the setting for attending such duty. However, the employee should notify their Manager immediately and;

 - The copy of the Court Citation must be produced;
 - If employees report for Jury Duty but are not called upon to serve on any particular day, then all reasonable attempts must be made to attend work;
 - Employees should claim the maximum entitled amount from the Court to compensate for loss of earnings.
 - 2.2.2 Leave for special circumstances:
 - Medical appointments;
 - Compassionate leave for domestic / family reasons, bereavements etc.

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- 2.3 All periods of absence will be recorded on a Staff Leave & Absence Record in People Planner.
- 2.4 Any period of unauthorised absence will be considered as a breach of contract.

3. SICKNESS POLICY:

- 3.1 Any period of absence with short notice will be subject to an administration charge of 8% to cover your calls from your working hours for a single week following your return to work or from any money earned from the next pay period. Periods of sickness up to 7 days must be supported by self-certification.
- 3.2 All periods of absence for reasons of sickness in excess of 7 working days must be supported by a GP's *Statement of Fitness For Work*, which must be made available to the Manager at the earliest opportunity. The *Statement of Fitness For Work* will advise:
- Unfit for work; OR
 - May be fit for work; i.e., with support, may be able to return to work.

The *Statement of Fitness For Work* covers advice to a future date, when the person is usually expected to return to work. Where the doctor needs to assess the person for fitness to return to work this will be stated.

- 3.3 Where periods of absence due to sickness extend beyond 7 days and are likely to be long-term - during the first 6 months the doctor can only cover a future maximum period of 3 months.

During a long-term period of sickness the Organisation will:

- Keep in regular contact with the person;
- Keep staff informed about sick pay

- 3.4 Where more than three periods of uncertificated absence occurs in any 3 month period employees will be required to obtain a Private Medical Certificate from their GP. This will be at the employee's own expense and must be made available to the Manager at the earliest opportunity.
- 3.5 If an employee is absent on the grounds of sickness for a period of 24 hours immediately following or preceding a statutory, public holiday, or authorised annual leave, then a Private Medical Certificate is required in accordance with 3.4 above. Failure to provide such a Certificate will be treated as unauthorised absence and dealt with in accordance with the Absence Policy, reference section 2. above.
- 3.6 Employees who accrue numerous uncertificated sick days will be subject to the Organisation's documented disciplinary Procedure (*Policy No 1202*).
- 3.7 Persistent periods of absence due to "sickness" may lead to the Organisation investigating the reasons for the continual absence this will involve a calculation based on the Bradford scale which may indicate immediate disciplinary action. This may further involve reference to the employee's own GP or requiring the employee to undergo a medical examination by an independent GP in order to determine the employee's continuing suitability to perform his / her contractual duties. This will be invoked under the following circumstances:
- 3.7.1 Where the employee's overall attendance record is significantly worse than those of comparable employees.

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3.7.2 Where the absence has continued for extended periods of time.

3.7.3 Where the absence creates a particular operational difficulty for the business.

4. RETURN TO WORK POLICY:

4.1 All employees returning to work after absence due to sickness are required to attend a return-to-work Meeting with their office team/manager

4.2 The meeting will involve the employee filling out a return-to-work form and discussing anything relevant to the Setting. The immediate office team/manager must be compassionate and understanding at all times

4.3 In the instance of an employee returning to work after long-term / extended absence or after an illness that may leave the employee exposed or susceptible to mental or physical exhaustion, occupational therapy and a gradual return to work and duties should be discussed with the employee.

FORMS REFERENCES:

Staff Leave & Absence Record

Staff Sickness Self-Certification (*Absence due to Sickness*)

Return to Work Interview – *Following Absence Reported as Sickness*

Return to Work Health Questionnaire

I have read the above and understand and agree to adhere to the details of this policy

Care workers Name:

Care workers Signature:

Dated: