



Attendance Policy

Notification of Absence, Sickness and Injury

If you are unable to attend work due to sickness or injury you must telephone your immediate line manager on the first day, usually within one hour of your normal start time. If your absence continues, you should keep in regular telephone contact with your line manager to keep them fully informed about your progress and likely return date.

Certification of Absence

- (a) For sickness absence of any duration you need to complete a Company Self-Certification form and return it to your line manager on the first day that you return to work if you have not already forwarded the form to the Company.
- (b) If your absence continues after 7 calendar days (including non working days), you will be required to submit a Doctor's Statement of Fitness for Work (Fit Note) to Human resources (via your line manager) at regular intervals.

It would be helpful if you could notify your line manager at the earliest possible opportunity of your intended return.

Failure to notify absence and/or unauthorised absence

- All absences will be recorded and monitored.
- Failure to follow the notification procedure, without good reason, will be regarded as a disciplinary matter.
- Frequent, unexplained or unauthorised absence will also be regarded as disciplinary matters.

Managing absence

It is the Line Manager's responsibility to review absence. As a general guideline, if absence records show that over the previous 12 months there have been 10 working days or 4 occasions of absence or that there is a pattern of absence, the member of staff's absence should be reviewed. This may lead to an initial informal meeting with the Line Manager. Pregnancy-related absences will not count towards these absence triggers.

An absence will be considered long-term when a member of staff has been or is likely to be absent from work due to ill-health for a period in excess of **four weeks**. Long-term sickness will be managed through a case management approach depending on the individual circumstances.

Absence will be managed in conjunction with the Company's capability procedure

Statutory Sick Pay (SSP)

The Company has a responsibility for the payment of Statutory Sick Pay and payments are made in compliance with the Benefits Agency regulations at the rates specified via the Company Payroll.

SSP is not paid for the first three days of sickness, which are referred to as “waiting days”, but is paid for a maximum of twenty eight weeks.

If you are absent through sickness or injury for more than twenty eight weeks, you will be given a transfer form, which will enable you to claim State benefit. When you leave the Company you will be issued with a leaver's certificate showing the amount of SSP which has been paid to you.

In accordance with SSP guidelines if you submit four or more self certification forms in a twelve month period, you will usually be required to visit your Doctor. This may lead to SSP payments being suspended by the Company.

If a work related accident results in you being sent home or to hospital, you will be paid until the end of your normal working time. Such payment and any subsequent payment of normal wages is not an admission of liability. Any further absence must be covered by a medical certificate.

Occupational Sick Pay

After satisfactory completion of the probationary period, employees on permanent or fixed term contracts, who are unable to attend work due to sickness, will be entitled to receive payment of Occupational Sick Pay (OSP) as follows:

- Bands A- B will be entitled to payment for up to 10 working days in a rolling 12 month period.
- Bands C-H will be entitled to payment for up to 20 working days (4 weeks) in a rolling 12 month period
- Bands I - K will be entitled to payment for up to 40 working days (8 weeks) in a rolling 12 month period.

Employees in bands F-K who joined prior to 1st December 2017 have protected entitlements according to the scheme in place at the time.

Entitlements will be pro-rata'd for those working part-time or less than 38 hours a week.

Other Absences

Bereavement/discretionary Leave

Paid leave up to a maximum of three days may be granted to cover personal or family emergencies such as the death of a close relative. Payment of such leave is at the discretion of the Company.

Unpaid Leave of Absence

If you need unpaid time off work for any reason, you should apply through your line manager who will assess each case individually. Where the request is for more than two weeks in duration, it will be necessary to discuss this with your immediate line manager who, if they are in agreement with the extended leave, will issue written authorisation. In general, unpaid leave of absence will not be granted unless all holiday entitlement has been exhausted and then only in exceptional circumstances.

Medical/Dental Appointments

If you need to make visits to your Doctor or Dentist, you should wherever possible make these arrangements outside your normal working hours. The Company will, however, on production of an appointment card, allow unpaid absence for you to attend such appointments.

Public Duties

The Company will allow reasonable unpaid time off for the execution of public duties, for example Justice of the Peace, members of Statutory Tribunals, and members of a Local Authority.

Jury Service

If you are called for jury service you should tell your line manager giving as much notice as possible. You will not receive payment from the Company for this and it is therefore your responsibility to ensure that the attendance claim is made to the court in good time.

Employees will need to provide evidence of the amount received from the court and the Company will make a discretionary payment to the employee in addition to the attendance claim, for a sum equal to the normal contractual pay.

This payment will be made directly into the employee's bank account.

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