Absence Policy

Version: 1.0

Contents

[1 Introduction 4](#_Toc116915596)

[2 Purpose and scope of the policy 4](#_Toc116915597)

[3 Definitions 4](#_Toc116915598)

[4 Flow chart 4](#_Toc116915599)

[5 Policy Details 4](#_Toc116915600)

[Reporting absence 4](#_Toc116915601)

[Maintaining contact 4](#_Toc116915602)

[The role of Occupational Health 4](#_Toc116915603)

[Employee’s responsibilities 5](#_Toc116915604)

[Manager’s responsibilities 5](#_Toc116915605)

[Human Resources responsibilities 5](#_Toc116915606)

[Process for managing long term absence 5](#_Toc116915607)

[Process for managing short term persistent absence 5](#_Toc116915608)

[Process for managing long term absence with an underlying health condition 5](#_Toc116915609)

[Process for managing short term persistent absence with an underlying health condition 5](#_Toc116915610)

[Managing reasonable adjustments for disabled employees 5](#_Toc116915611)

[Ill health retirement 5](#_Toc116915612)

[6 Related policies 5](#_Toc116915613)

[7 Policy Owner 6](#_Toc116915614)

[8 Appeals 6](#_Toc116915615)

[9 Review History 6](#_Toc116915616)

# 1 Introduction

Identify what the policy should provide, i.e., guidance on the informal and formal processes for managing staff’s sickness absence from work.

# 2 Purpose and scope of the policy

The aim of the policy for example: to minimise the impact of absences on both the employee and the company by managing any employee absence as effectively as possible. Its purpose and scope are to support and encourage all employees to achieve and maintain regular and reliable attendance at work, ensuring a fair and consistent approach is adopted to all employees.

# 3 Definitions

Define the following for example:

* Short term absence
* Underlying health condition
* Long term absence
* Ill health
* Return to work meetings

# 4 Flow chart

Outline step by step stages for managing the informal and formal stages of employees’ persistent short term and long-term absence, including those employees with underlying health conditions

# 5 Policy Details

## Reporting absence

Identify how to report absence – to who and by when and any consequences if employees fail to do so. Include the process for self - certifying and provision of medical certificates to cover absences.

## Maintaining contact

Outline the employee’s responsibility in relation to maintaining contact.

## The role of Occupational Health

Outline what their role is in terms of support as part of an occupational health assessment

## Employee’s responsibilities

Identify what their role is in this process

## Manager’s responsibilities

Identify what their role is in this process and what employees can expect from managers

## Human Resources responsibilities

Identify what their role is in this process and what support is available to managers

## Process for managing long term absence

* Informal stage
* Formal stage

## Process for managing short term persistent absence

* Informal stage
* Formal stage

## Process for managing long term absence with an underlying health condition

* Informal stage
* Formal stage

## Process for managing short term persistent absence with an underlying health condition

* Informal stage
* Formal stage

## Managing reasonable adjustments for disabled employees

## Ill health retirement

# 6 Related policies

The following policies are related to this one:

* Sexual Harassment Policy
* Leave and Time-Off Benefits Policy
* Timekeeping and Pay Policy
* Safety and Health Policy

# 7 Policy Owner

This policy is owned by the Human Resources Department Manager, Helen Jones. For any questions, please contact helen.jones@emailaddress.com

# 8 Appeals

Employees have the statutory right to appeal against an outcome from a formal meeting/hearing if they feel the outcome was unfair, unjust (within 5 days of receiving the outcome). Include details on how to manage an appeal, who hears it, who can accompany employees, reviewing the original outcome imposed to determine if a fair and reasonable process was followed or if the original decision should be overturned or re-heard. should be outlined, including confirmation of any appeal decision in writing, noting the decision is final and there is no more right of appeal.

# 9 Review History

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| --- | --- | --- | --- |
| Version | Date | Author | Purpose |
| 1.0 | 10/12/2021 | Helen Jones | First released version |
| 1.1 | 05/10/2022 | B Smith | Changes required due to the COVID pandemic |
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