

Sickness and Absence Policy

Aim

- Provide employees and managers with a standard process and consistent approach for managing, recording and reporting sickness absence.
- Promote a positive culture of attendance.
- Minimise sickness absence levels and help facilitate employees' return to work.
- Offer support and assistance to staff experiencing ill-health.
- Ensure the Charity acts in a fair, reasonable and consistent manner when dealing with sickness absence issues.

Objective

Establish the roles and responsibilities of all parties involved.

Implementation

Employees who are unable to attend work due to ill-health are required to notify their line manager of their absence by following the sickness absence reporting procedure, as set out in this policy.

Line managers should be supportive of employees when managing sickness absence and ensure that it is addressed in a caring and sensitive manner and with a fair and consistent approach, balancing the needs of individual employees with those of the charity.

Sickness Absence Reporting Procedure

If an employee cannot attend work due to ill-health, they should notify their line manager or designated person within the charity of their absence by telephone or text as soon as possible on the first day of absence and, normally, before the start of their normal working day. The following details should be provided:

- The nature of the illness or injury.
- The expected approximate length of absence from work.
- Contact details.
- Whether the absence may be due to an injury at work or otherwise perceived to be related to work.
- Any outstanding or urgent work that requires attention.

If an employee does not arrive at work and does not notify their manager of their absence, the manager will attempt to contact the employee, either by telephone, text, email or letter to ensure their wellbeing. If an employee is unable to contact their manager personally, in accordance with the required sickness absence reporting procedure, they should make alternative arrangements e.g. ask a family member to call on their behalf.

If an employee fails to notify their line manager or designated person within the charity and does not have a valid reason for not doing so, it may be treated as unauthorised absence and may be dealt with under the relevant disciplinary procedure.

Unauthorised absence is when an employee doesn't turn up for work as expected and has not provided a reason for their absence. *Unauthorised absence is a form of misconduct and could lead to disciplinary action as set out in the Discipline Policy.*

The manager and the employee should maintain reasonable contact whilst the employee is absent from work due to ill-health, taking into account the nature of the absence. Contact between the charity and the employee will usually be by telephone or txt, in the first instance, with the ongoing method of communication then mutually agreed.

Communication should focus on the employee's health and wellbeing, and their return to work including any measures to facilitate a return. Consideration may also be given to any work that requires attention in their absence.

If an employee is taken ill or injured whilst at work, they should report this to their line manager as soon as possible. Where necessary, medical advice should be sought. If medical treatment is deemed necessary, arrangements should be made to ensure the employee reaches hospital or their doctor safely. The employee's emergency contact should be informed as necessary.

If an employee falls ill whilst on annual leave, they should report this to their line manager as soon as possible, even if abroad. The usual requirements for self-certification and medical certificates in this policy will apply. For a medically certificated absence, which prevents an employee from carrying out their holiday plans, it would be possible for the employee to arrange to take the annual leave at another time. However, if the occurrence of sickness occurs when the charity would normally be closed (e.g. during the Christmas period or on a Public Holiday), the absence will be deducted from the employee's annual leave entitlement.

Self-Certification Form / Statement of Fitness for Work

A self-certification must be completed for the first seven days from day eight onwards, a doctor's fit note/return to work plan must be submitted until the employee is fit to return to work.

'Fit for work' is a government scheme intended to complement employers existing occupational health provision by allowing employers and employees to seek advice and GPs to refer employees for an assessment. It gives employers and employees access to independent and objective advice to support a sustained return to work and prevent sickness absence occurring. The scheme is voluntary for both employees and employers. Further information can be obtained from www.fitforwork.org

Sick Pay

Provided the requirements of the policy are followed sick pay will be received in line with the employee's terms & conditions of service.

This Sickness & Absence Policy, and the Procedures detailed above were agreed and minuted at a meeting of the Board of Trustees on:

Name:.....

Signed:.....

Date:.....

Review Date	
Reviewed By	Trustees