

Hyndland After School Club - Policies and Procedures

Absence Management Policy A1/A1

Reporting Unfit for Work

If you are unable to attend work, you must adhere to the following reporting, contact, and certification requirements. Failure to do so may result in loss of sick pay and disciplinary action being taken.

Reporting Procedures

If you are unable to attend work, you must inform your line manager (**by phoning the landline at the Club in the first instance**) at least one hour before commencement of work. In exceptional circumstance's someone else may contact the Club on your behalf. It remains your responsibility to make sure that call is made. **Using mobile numbers to text or leave a voice mail message should only be used if you do not get through on the landline and you must ensure your message has been received.**

If you do not work every day you must report your inability to attend work to your line manager as soon as you can. Do not wait until the next day you are required to work. Your minimum reporting requirement is at least one hour before the time you are expected to begin your shift. If you are unable to contact your line manager, you must advise a colleague on shift. In exceptional circumstance's someone else may contact the Club on your behalf. It remains your responsibility to make sure that call is made.

Contact and Certification Requirements

Contact

If your period of absence continues, you are required to contact your line manager on the 4th and 7th day of absence. If either of these days falls at the weekend or on a public holiday, you should contact your line manager earlier i.e. on the Friday or the last working day prior to the public holiday. Thereafter, however long your absence, you must maintain contact with your line manager at agreed intervals.

Self-Certificates

For absences that do not extend beyond seven calendar days, you may be required to fill out a 'self-certificate' – these are available from your doctor.

Medical Certificates

If you are absent for seven calendar days or more, you will be required to submit a medical certificate (fit note) provided by your G.P or hospital doctor. This must be submitted to your line manager as soon as possible after you receive it. Failure to do so may result in your sick pay being stopped. The certificate is required to run from the eighth calendar day. It is therefore your responsibility to ensure that you attend your G.P in time. If you have any difficulties in getting a doctor's appointment you should advise your line manager. You should at this point indicate when your doctor's appointment is. When your medical certificate (fit note) expires' you should contact your line manager to confirm that you will be returning to work, or that you will be returning to your doctor. If you receive a subsequent medical certificate you must advise your line manager immediately. You will be required to submit a final medical certificate that confirms you are fit to return to work. You will not be permitted to return to work while still covered by a current certificate.

Contact

However long your absence, you must maintain contact with your line manager at agreed intervals.

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Return to Work

On your return to work you will have a brief return to work interview with your line manager. If you have had other periods of sickness or absence you may have reached one of the trigger points for action under this policy.

Medical Reports

HASC may seek a report from your G.P or an independent medical advisor as a consequence of persistent short-term absence or long-term absence. HASC will seek your consent to obtain this medical advice. You have the right to see any medical report provided. Failure to consent to this will lead to decisions being made without the benefit of medical advice. It may also lead to disciplinary action and loss of sick pay. An up to date medical report will always be obtained prior to reaching a decision to dismiss.

Persistent Short-Term Absence

Informal, Counselling Interview

If you have had three occasions of absence within a rolling period of six months, you will be asked to attend an informal, counselling interview with your line manager. The purpose of this meeting will be to explore the reasons for your absence with the objective of improving attendance. Your line manager will have your absence record available and will demonstrate how it exceeds an acceptable level of absence. They will also highlight any patterns or trends that require explanations. Your line manager will invite you to discuss any underlying problems such as work-related stress or other difficulties. You will be asked to explain the circumstances that necessitate you being absent from work. If appropriate, you will be offered a referral to the Employee Counselling Service. Where there appears to be not one substantial underlying cause for absence it will be made clear to you that you will be expected to meet appropriate attendance targets. Your line manager will agree attendance targets and a monitoring period with you. Failure to meet the agreed attendance targets during the monitoring period will lead to the formal procedure being implemented.

Stage 1 Absence Meeting

If you fail to meet the attendance targets agreed with your line manager, you will be asked to attend a formal interview with your line manager and a representative of the Board of Directors. You may have a colleague or trade union representative with you at this meeting. In the absence of mitigating circumstances, you will receive a formal written warning that will remain on your file for six months. Further attendance targets will be agreed.

Stage 2 Absence Meeting

If you fail to meet the attendance targets agreed with the line Manager, you will be asked to attend a formal interview with a representative of the Board of Directors. You may have a colleague or trade union representative with you at this meeting. In the absence of mitigating circumstances, you will receive a final written warning that will remain on your file for twelve months. Further attendance targets will be agreed.

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Stage 3 Dismissal Hearing

If you fail to meet the attendance targets agreed with the Director, you will be asked to attend a hearing with the Staffing Group. You may have a colleague or trade union representative with you at this meeting. In the absence of mitigating circumstances, you will be dismissed on the grounds of persistent absence.

Right of Appeal

At the informal stage and Stages 1 and 2 of these procedures you have a right of appeal to the Staffing Group. At Stage 3 you have a right of appeal to the Board. Appeals must be made in writing within 72 hours of the decision being made. An appeal hearing will then be convened within 2 weeks. You may have a colleague or trade union representative with you at this hearing.

Long Term Absence

Any period of absence that exceeds twenty consecutive days is defined as long-term absence for the purposes of this policy. During any such period of absence your line manager will remain in regular contact with you. This may involve face-to-face discussions.

Although your line manager will keep in regular contact with you, it is a joint responsibility and you should continue to maintain contact to advise of further visits to the doctor, further medical certificates and to adhere to any agreed contact periods.

Your line manager will endeavour to assist you with any problems you may be experiencing with regard to your return to work. You may be offered a referral to the Employee Counselling Service, if appropriate. When it is known that you are about to return to work, your line manager will discuss the arrangements for your return to ensure that you are able to do so as soon as possible.

After twenty consecutive days' absence HASC may seek medical advice from your GP or an independent medical advisor. HASC will seek your consent to obtain this medical advice. You have the right to see any medical report provided. On receipt of the medical report, you will be asked to attend a meeting with your Manager at which, the contents of the report, including the likely duration of absence, will be discussed. You may have a colleague or trade union representative with you at this meeting. Every assistance will be given to enable your early return to work. This may include a phased return to work, temporary or permanent adjustments to your responsibilities or, if available, alternative employment.

Should it appear that an employee is about to exhaust their period of sickness allowance, HASC will, near the time of expiry, seek medical advice about the likelihood of the employee being able to return to work. Should this advice indicate that an early return to work would be impossible, the employee may be dismissed on the grounds of ill health. If such advice indicated that a return to work is possible, leave without pay would be granted and the situation would be subject to ongoing review.

This policy was approved by: Hyndland After School Club **Date:** August 2012

This Policy will be reviewed annually.

Last reviewed on: August 2020

Review due: August 2021

Signature: *F Ansdell*

Name: Fiona Ansdell