

## **Absence of Staff or Manager Policy**

All staff who plan to be absent for work for any reason need to seek permission from the manager before making arrangements. In the case of staff absent from work due to illness or injury staff should inform the manager as soon as possible.

All absences should be reported by the individual themselves by telephone call before 10am. At the time of the call they should give details of the reason for their absence and also indicate the likely length of absence. Regular contact should be maintained with the manager during the period of absence.

Staff absent for up to 5 working days can complete a self-certificate form which is available from the office. Staff absent for longer than 5 working days should provide a doctor's certificate which should be left with the manager as soon as possible. If the absence has been of 4 weeks or more duration the manager should be given, where possible, one weeks' notice of intention to return to work.

Staff absence levels will continuously be reviewed and staff who are absent for more than 3 periods of absence or more than 10 working days of absence within a year will have a review meeting with the manager or in the case of the manager the review meeting will be with a member of the management committee. Information regarding the nature of the absence will be treated in confidence.

- In the absence of any staff member the line manager will ensure that replacement staff are put in place from the pool of temporary staff who have been vetted.
- In the case of the absence of the manager the deputy manager will step into the manager role. The deputy manager will then also arrange cover within the room to cover their own normal role. The deputy to the deputy manager will then step into the role of deputy manager.
- In the case of the manager and the deputy manager both being absent at the same time the deputy to the deputy manager will step into the role of manager and will then arrange cover within their room to cover their own normal role.

### **Conduct During Absence**

In all cases of sickness or injury which necessitate taking time off work, it is expected that staff will do their utmost to facilitate a speedy return to fitness and to work. The following are examples of activities which would be considered inconsistent with genuine sickness or injury and may result in disciplinary action being taken, including consideration of dismissal:

- Participating in any sport, hobby, social or other activity which is inconsistent with the illness or injury or which could delay recovery.
- Undertaking any other employment, whether paid or unpaid.
- Altering or causing to have alter any details on a medical statement such as dates or signature.
- Failing to respond to requests to attend absence meetings or medical examination without good reason.
- Taking holidays during sickness absence will be a cause of concern unless there is acceptable evidence to support the contention that the holiday is deemed to be required as part of treatment or necessary recuperation. Staff contemplating taking holidays should discuss with their manager in advance.

All staff should note that the misuse of sickness absence is regarded as misconduct and will be dealt with under the Disciplinary Procedure.