

Staff & Volunteer* - Absence/Lateness Policy

Statement of Policy:

This policy provides guidance for staff & volunteers* in reporting absence or lateness for their session, as well as ensuring the wellbeing of staff & volunteers* are supported appropriately by the Directors.

The policy aims to:

- Detail a procedure for reporting non/late attendance.
- Protect the wellbeing of staff members during their absence from work.
- Provide knowledge around payment after non/late attendance.

Reporting non/late attendance:

Staff & volunteers should make all possible attempts to make the Directors aware of their absence from work at the earliest possible time to reduce the chance of cancelled sessions. The same procedure is appropriate if a staff member or volunteer is going to be late to work.

Staff & volunteers are required to call one of the Directors to declare their absence or lateness, providing them with reasoning for their nonattendance/lateness.

With regards to absence from work this should be repeated each day unless an agreed date of return to work is established between the staff member or volunteer and Director.

Protecting the wellbeing of staff members during their absence from work:

If a staff member or volunteer does not declare their absence from work, one of the Directors should contact that staff member within two working days to identify reason for absence and make reasonable arrangements to support their wellbeing.

Staff & volunteers will be treated with equality and fairness by management through periods of lateness/non-attendance.

Provide knowledge around payment after non/late attendance:

Due to the self-employment of staff members at Above and Beyond, non-attendance will result in no payment.

Additionally, if a staff member is late, they will be paid only for the time they were present at work.

Above and Beyond provide an inclusive working environment, and will make appropriate arrangements to support the wellbeing and professional development of all staff & volunteers

* By Staff we mean – Directors, Part Time Self Employed Staff (Youth Workers), & Students on Placement
By Volunteer we mean – a person that gives their time freely to support the CIC on a regular basis