



**Absence Management**

**Revised March 2013**



# Absence Management

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## *Sickness/injury payments and conditions*

### Sickness Absence Policy Statement

The Wellbeing Residential Group aims to secure the attendance of all employees throughout the working week. However, it recognises that a certain level of absence may be necessary due to sickness. It is the Wellbeing Residential Group's policy to offer security of employment during such periods, subject to operational requirements.

### Procedure

1. Employees who are absent from work due to sickness or accident must conform to the following procedure.
  - 1.1 They must telephone in to the home at the earliest possible opportunity. Unless extreme circumstances then it should always be the member of staff who phones in to work. They should leave a contact number.
  - 1.2 If they return to work after no more than seven days absence, they must complete a self-certificate in the presence of the line manager. This is completed during the employees Return to Work Interview on or before their first shift back at work.
  - 1.3 If their absence lasts for longer than seven days, they must forward medical certificates to their manager.
2. Where an employee's attendance record is over 3% of working shifts (in rolling 12 months) or worse than those of comparable employees, or where it creates a particular operational difficulty, or it has gone on for a considerable length of time, the following procedure will be operated.
3. Where appropriate, and after initial assessment of, the employee's absence, the Home Manager will have an informal meeting with the employee to explore the reason(s) for his or her periods of absence. The employee may be accompanied by a colleague or trade union official if he or she wishes.
  - 3.1 If the absence involves frequent and persistent short term periods of absence, the manager conducting the interview will aim to:
    - 3.1.1 identify the frequency and reason for the absences and ensure that the employee is aware that the absence record is giving cause for concern
    - 3.1.2 advise the employee to seek proper medical attention if there is an underlying medical problem. A medical report will be requested, if appropriate
    - 3.1.3 inform the employee that persistent short-term absences are unacceptable

- 3.1.4 give consideration to any personal problems the employee may have and possible ways of helping the employee resolve them
    - 3.1.5 agree a reasonable period of time over which the employee's attendance can be assessed
  - 3.2 indicate that if absenteeism persists, the Home Manager may have to invoke the disciplinary procedure. A letter will be drafted confirming the facts, the action to be taken and specifying what will happen if attendance is not improved.
  - 3.3 If the issues involve long-term ill health, the manager conducting the interview (if appropriate) will:
    - 3.3.1 seek to establish the reasons for absence and its likely duration. The employee should be asked to consent to the Wellbeing Residential Group contacting his or her doctor in order to establish the likely length of absence and the long term effect on capability in relation to job performance and attendance at work. The employee may also be asked to see a doctor appointed by the Wellbeing Residential Group to enable a medical report to be prepared for the employer
    - 3.3.2 consider offering alternative employment or a shorter working week if this would enable the employee to return to work
    - 3.3.3 inform the employee that long term absence due to ill health may put the employee's employment at risk, bearing in mind the needs of the Wellbeing Residential Group at that time
    - 3.3.4 set a date at which point dismissal will be considered. The employee is still unable to return to work. A letter will normally be drafted confirming the facts and the action to be taken. The letter will be handed to the employee where possible or sent by recorded delivery.
- 4 If the employee's attendance record does not improve and the employer has no reasonable grounds to believe that there will be an improvement in the foreseeable future, the Wellbeing Residential Group may embark on a procedure to dismiss the employee. In this case, the statutory dismissal and disciplinary procedure must be followed. The employer must first write to the employee stating the circumstances (ie why dismissal on grounds of lack of capability is being contemplated) and calling the employee to a formal meeting. The employer should also notify the employee of the right to be accompanied at the meeting. The employee must make every reasonable effort to attend the meeting. At the meeting itself, the employer should give the employee a full opportunity to make representations. The employer must also give the employee the right to appeal, if it is subsequently decided to dismiss the employee.
- 5 In cases where the employee is disabled within the meaning of the [Disability Discrimination Act 1995](#), the manager conducting the interview will:
  - 5.1 seek to establish the nature of the illness and its likely duration. The employee should be asked to consent to the Wellbeing Residential Group contacting his or her doctor in order to establish the nature of the illness, its likely duration and its effect on the employee's ability to carry out his or her job. The employee may also be asked to see a doctor appointed by the Wellbeing Residential Group to enable a medical report to be prepared for the employer. A Health Risk Assessment should be completed by manager or supervisor.

- 5.2 consider making reasonable adjustments to the particular job to accommodate the employee's short term or long term requirements;
- 5.3 consider offering alternative employment or a shorter working week or such other adjustments to the employee's job as may be reasonable in the circumstances.

- 6 Employees may appeal against the decision to dismiss in writing to Bob Dhaliwal at the Wellbeing Residential Group's address giving the reasons for the appeal. This appeal should be made within five working days.
- 7 An employee who fails to comply with notification or certification procedures or who otherwise abuses the Wellbeing Residential Group's rules on sickness absence will be dealt with under the disciplinary procedure.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Policy review date: \_\_\_\_\_