



October 2021

Absence Management Policy

Policy Statement

The provision recognises that all members of staff will have periods of time when they may need to take leave of absence from the provision or may be ill and require time off. The aims of this policy are to ensure that the provision's policy is understood and that agreed procedures take place.

Each incident will be dealt with individually according to the principles of this policy whilst also acknowledging that each instance is unique and may require procedures to be applied accordingly. Any request for time off work or bout of ill-health will be dealt with sensitively and the needs of the individual, alongside those of the provision, will be considered.

Procedure

Absence on the Grounds of Ill-health

1. There are two main categories of sickness absence:
 - a. long term: a continuous period of several weeks or months or repeated short spells
 - b. short term: for a brief period and unrelated to previous absences.
2. Prior to a sickness absence it is expected that the member of staff will alert the provision as soon as they are aware that they will be unable to attend. This should be in the form of a phone call to Julie Partridge, or, in her absence, the named senior member of management. An indication should be given of how long the absence might be and a day agreed when the member of staff should contact the provision to let them know of their return or continued absence.
3. During a longer absence a member of staff will maintain contact with the ill person or with a relative. It may be that depending on the nature of the illness it benefits the provision and the member of staff to consider a change of role within the provision. For example, if a member of staff is suffering from stress it might be appropriate to remove, by agreement, a responsibility either on a temporary or permanent basis.
4. Where a member of staff is absent for up to seven consecutive calendar days, self-certification will be required. After this time a doctor's medical certificate is needed. Laura Foster is responsible for the processing of certificates and should be kept informed if a member of staff is contacted about another's absence. The provision's procedures for covering staff will then also be implemented.

5. Care should be taken to re-integrate sensitively a member of staff after a lengthy illness. Time should be taken by a senior member of staff to alert the returning staff to new developments and initiatives. The priority should be for the returning member of staff to settle back into routines before picking up outstanding issues as a result of other responsibilities.
6. Absence due to ill-health is monitored by a member of the office staff who provides an annual breakdown of all staff absences. They will also alert a member of senior management if a pattern or area of concern is noted at any time.

Where There are Concerns

1. If concerns are raised the provision manager will:
 - a. meet with the member of staff and discuss the absences
 - b. agree a target for improvement and set a date on which to review the situation informally
 - c. request that the member of staff provides doctor's certificates to cover all future absences.
2. There may be occasions when a member of staff is sent home by the provision manager due to concerns about their health. This is within the power of the provision manager, even against the member of staff's wishes, if it is considered that the health and welfare of the children or the member of staff could be seriously at risk. There may also be times when a check of fitness to return to work is needed prior to an employee returning.

Signed: _____

Date: _____

Policy review date: _____