
Absence Management

Link UP London:

AIMS aims to provide a healthy working environment and is committed to the health, safety, and wellbeing of employees.

This policy and procedure provides a framework for an effective and consistent approach in the management of sickness absence.

Key principles

Link UP's absence management policy is based on the following principles:

1. Regular, punctual attendance is an important aspect of everyone's employment. We ask each employee to take responsibility for achieving and maintaining good attendance.
2. We will consider any advice given by an employee's GP on the 'Statement of Fitness for Work'. If the GP advises that an employee 'may be fit for work' we will discuss with the employee how we can help them get back to work – for example, on flexible hours, or altered duties.
3. Link UP's disciplinary procedure will be used if an explanation for absence is not forthcoming or is not considered satisfactory.
4. If an employee is absent from work due to sickness or injury then they may be entitled to receive Statutory Sick Pay.

Procedure

1. Reporting and Maintaining Contact

1.1 In the event of absence due to sickness, employees are responsible for notifying their manager within one hour of their normal start time. Employees are required to provide the following information:

- a) The exact nature of the illness
- b) Any work commitments for that day that will need covering or re-arranging
- c) If the absence is connected to an accident at work
- d) The expected duration of the absence and anticipated return to work date
- e) A contact telephone number

1.2 Employees are required to make all reasonable attempts to remain in regular contact with their manager during periods of sickness absence to enable managers to provide the appropriate support and to make plans for covering the absence. Where appropriate, managers may reasonably contact employees at home.

2. Recording and Monitoring

2.1 Managers are responsible for recording and monitoring all absence of their staff, including absence due to sickness. This includes monitoring levels and patterns of absence, conducting return to work discussions and taking appropriate action in accordance with this procedure.

2.2 Managers should monitor absence information on a regular basis to determine actions that may need to be taken and to inform discussions with employees. Managers should gather sufficient information about the nature and extent of any illness, including matters relating to disability that may be affecting an employee's attendance.

2.3 Managers must maintain appropriate confidentiality and comply with data protection requirements in relation to any information and documentation relating to sickness absence.

3. Managing Sickness Absence - Informal Discussions

3.1 Managers should discuss any absences with employees informally and have a general concern for the health and wellbeing of staff.

3.2 As part of these informal discussions, all employees must have a return to work discussion with their manager on their first day back at work, or at the earliest opportunity, after every instance of sickness absence. This will help determine whether or not any support and action should be taken.

4. Long term absence

4.1 Employees can use the company self-certification arrangements for the first seven days absence. Thereafter a 'Statement of Fitness for Work' is required to cover every subsequent day.

4.2 If absence is likely to be long-term - more than four weeks continuously, there is a shared responsibility for Link UP and the employee to maintain contact at agreed intervals.

5. Formal Review

5.1 A more formal review may be triggered by absences that are disruptive to the company's operations e.g. frequent short-term absences or long-term absence. This review will look at any further action required to improve the employee's attendance and wellbeing, and may include action under the Disciplinary Policy.