



*A voice for families of children and young people with special educational needs and/or disabilities*

## ABSENCE POLICY

### Policy statement

The Forum is committed to improving the health, wellbeing and attendance of all employees. We value the contribution our employees make to our success. So, when any employee is unable to be at work for any reason, we miss that contribution. This absence policy explains:

- what we expect from managers and employees when handling absence
- how we will work to reduce levels of absence to no more than 10 days per employee per year.

This policy has been written after consultation with employee representatives. We welcome the continued involvement of employees in implementing this policy.

The Forum will apply this policy to self-employed contractors and volunteers, although they will not be entitled to pay when off sick.

### Key principles

The organisation's absence policy is based on the following principles:

1. As a responsible employer we undertake to provide payments to employees who are unable to attend work due to sickness. Please note that employees are only eligible for statutory sick pay if they earn at least £116 pw.
2. Required attendance is set out in every employee's contract of employment – we ask each employee to take responsibility for achieving and maintaining good attendance.
3. We will support employees who have genuine grounds for absence for whatever reason. This support includes:
  - a. 'special leave' for necessary absences not caused by sickness
  - b. a flexible approach to the taking of annual leave
  - d. rehabilitation programmes in cases of long-term sickness absence.

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4. We will consider any advice given by the 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.

5. The company's disciplinary procedures will be used if an explanation for absence is not forthcoming or is not thought to be satisfactory.

6. We respect the confidentiality of all information relating to an employee's sickness. This policy will be implemented in line with all data protection legislation and the Access to Medical Records Act 1988.

**Notification of absence**

If an employee is going to be absent from work they should speak to the Chair or another Trustee within 2 hours of being unable to work. They should also:

- give a clear indication of the nature of the illness and
- a likely return date.

The manager will check with employees if there is any information they need about their current work. If the employee does not contact their manager by the required time the manager will attempt to contact the employee at home.

An employee may not always feel able to discuss their medical problems with the Chair. The Chair will be sensitive to individual concerns and make alternative arrangements, where appropriate. For example, an employee may prefer to discuss health problems with a person of the same sex.

**Evidence of incapacity**

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

If absence is likely to be protracted, ie more than four weeks continuously, there is a shared responsibility for the Forum and the employee to maintain contact at agreed intervals.

**'May be fit for some work'**

If the GP advises on the Statement of Fitness for Work that an employee 'may be fit for work' we will discuss with the employee ways of helping them get back to work. This might mean talking about a phased return to work or amended duties.

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If it is not possible to provide the support an employee needs to return to work – for example, by making the necessary workplace adjustments – or an employee feels unable to return then the Statement will be used in the same way as if the GP advised that the employee was ‘not fit for work’.

Return to work discussions

Managers will discuss absences with employees when they return to work to establish:

- the reason for, and cause of absence
- anything the manager or the company can do to help
- that the employee is fit to return to work.

If an employee’s GP has advised that they ‘may be fit for work’ the return to work discussion can also be used to agree in detail how their return to work might work best in practice.

A more formal review will be triggered by:

- frequent short-term absences
- long-term absence.

This review will look at any further action required to improve the employee’s attendance and wellbeing.

Absence due to disability/maternity

Absences relating to the disability of an employee or to pregnancy will be kept separate from sickness absence records. We refer employees to our Equality and Diversity Policy

January 2019 to be reviewed in January 2022

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