

Absence Reporting Procedure

The aim of this procedure is to ensure consistency in sickness/absence reporting and recording to ensure that client care is not interrupted and also that employees receive relevant help and support as soon as possible.

EMPLOYEE RESPONSIBILITIES

On the first day of sickness all staff must contact the manager as early as possible to report sickness absence. This should be at least 2 hours before the start of your shift.

A reason for sickness should be given (confidentially) and where possible the duration of the sickness should be stated to assist in the planning of cover needed.

If the staff member does not wish to disclose their reason for absence to anyone other than the manager, they must do so at the next available opportunity, providing there are no RIDDOR or Health and Safety implications, i.e. accident at work.

It is important that if staff cannot state the length of absence, they must keep in regular contact with the manager to ensure that their shifts are covered in advance as necessary.

From the 7th day of sickness a doctor's certificate is required. Staff must ensure that this is forwarded as soon as possible.

Failure to provide appropriate notification and evidence of absence may be deemed as "unauthorised absence" and consequently may result in loss of pay. Staff may be contacted for evidence of sickness. This is a temporary and neutral act.

If a sick note has been submitted, staff need to contact the manager on the last day of the sick note to notify them if the absence is going to be extended or if they are in a position to return to work (e.g. GP has deemed them fit to work).

If a member of staff fails to notify their return to work and turns up on duty when the shift has already been covered, they may be sent home and be classed as unpaid.

MANAGEMENT RESPONSIBILITIES

As soon as possible after any period of short-term sick leave, the manager will conduct a return to work interview to discuss the reasons for the absence e.g.

nature of illness.

The sickness absence/return to work form should be completed for all periods of absence to confirm the period, reason for absence and actions agreed.

This will be done as soon as reasonably practicable after their return (normally within 48 hours). Where appropriate, this may be done via the telephone rather than delay the discussion.

Management has a responsibility to monitor all leave.

ABSENCE DUE TO CRISIS/EMERGENCY

There will be occasions when staff are prevented from attending for work in order to deal with an unforeseen urgent domestic situation.

This does not include pre-booked non-urgent appointments e.g. dental, opticians, delivery of equipment to home, home maintenance issues. These should be arranged out of working hours or requests for annual leave or unpaid leave be made.

Staff should contact the manager to discuss the situation and seek support in helping them resolve the issue through re-scheduling hours worked.