

# Absence Management Policy



## Policy

The employee absence policy is designed to benefit the employee and the needs of the business. The policy will encourage early recognition of health issues or events which have arisen and to assist in the management of such instances.

## Procedure

The employee Absence Management Policy is designed to benefit the employee and the needs of the business. Short or longer periods away from work have an impact on other employees and can have an adverse effect on the quality of care provided to the children and the wider business. The policy will encourage early recognition of health issues or events which have arisen and to assist in the management of such instances.

## Reporting of sickness or absence

Any sickness or absence should be reported to the Nursery Manager via telephone, or in the event the manager is not available, the Deputy Manager by the evening before or by 7.15am

Please note that you should ensure that sick leave is advised in person and not by a third person except in extreme circumstances whereby you are unable to contact yourself. Text messages (or any other forms of messaging or social media contact) and emails are not an acceptable form of communication, and the member of staff should ensure that they speak directly to the Manager or Deputy manager by telephoning the nursery on the appropriate telephone number. Please remember to advise the nursery if you are due on any courses or training, home visits etc during this period in order to ensure appropriate arrangements can be made.

## Failure to report sickness or absence

In the event you fail to report sickness or absence in line with procedure, this will be considered as though you were absent without leave. If managers have not heard from you 15 mins after your shift was due to start, they will contact you and if no response, will contact your emergency contacts to ensure that you are safe and well (unless there are extreme mitigating circumstances which prevent notification). Any such conduct issues will be dealt with in line with the Tiny Oaks Day Nursery Investigation, Disciplinary and Grievance policy. If failure to report absence in line with the policy may be treated as an unauthorised absence.

# Absence Management Policy



## Line Manager Contact

In cases of absences which exceed 1 week, line managers will maintain regular contact with you. The purpose of contact is to check your wellbeing, any updates from your GP/hospital and any likely return date. They will discuss with you any further support that you may need at these meetings.

## Home visits

Line managers may undertake a home visit to you once your absence has exceeded 28 consecutive days to perform a wellbeing check and to see if there is anything else that they can offer to support you.

## Fit Notes and pay

The first three consecutive days of sick leave will be unpaid and Statutory Sick Pay will be paid from the fourth day onwards. If you have a period of sickness absence for longer than 7 calendar days (no matter how many days you work each week), you should get a fit note from your doctor. The Company, however, reserves the right to request a doctor's certificate for any period of sickness. If fit notes are not provided, your absence will be treated as unauthorised and disciplinary action may follow.

## Absence Review meetings

Your attendance at work will be monitored, and if there are any patterns or excessive sickness absences, your line manager will conduct an absence review meeting.

The Company will use its preferred method of calculating absence and sickness levels. If unacceptable patterns of absence or excessive sickness absence are identified, disciplinary action may be implemented in line with the Tiny Oaks Investigation, Disciplinary and Grievance policy.

## Referrals to Occupational Health Services

Line managers may request that you attend an Occupational Health Assessment appointment if patterns of absence or excessive absences are ongoing. If your line manager wishes to refer you for an appointment, you will be given a form to complete and sign for permission to refer. This form also details your rights under the access to Medical Report Act 1988. Referrals are not a punitive measure against you because you are absent from work. They are intended to give Tiny Oaks much information as possible to help support you back to work.

# Absence Management Policy



Absence management will be followed in line with the Investigation, Disciplinary and Grievance Procedure. Please refer to Investigation, Disciplinary & Grievance policy for further information.

## Medical and other appointments

Clinical appointments (for example visits to the GP or dentist) should, wherever possible, be made in your own time. Your manager may give approval for such visits, subject to you carrying out your missed required working hours at an agreed time with your manager, and within the same pay period. You are expected to attend work as normal during the time in which their appointment is not taking place and when you are well enough to do so. You must provide proof of confirmation for such appointments which are booked during working hours. This must be authorised by your manager before attending them.

## Maternity/Paternity Leave

Please refer to the following websites for guidance

<https://www.acas.org.uk/your-maternity-leave-pay-and-other-rights>

<https://www.acas.org.uk/your-paternity-rights-leave-and-pay>

<https://www.gov.uk/maternity-pay-leave>

<https://www.gov.uk/paternity-pay-leave>

## Dependants Leave

You are entitled to take reasonable unpaid time off to deal with sudden or unexpected problems with a dependant. A dependant is a partner, child or parent who lives with you as part of your family, or any other person who reasonably relies on you for assistance.

Reasonable time off will be granted in the following circumstances:

- To make arrangements for the care of a sick or injured dependant
- To make arrangements to deal with an unexpected disruption to care arrangements
- To deal with an unexpected incident involving your child during school hours

Dependants Leave is only to deal with emergencies and to put care arrangements in place. This means that in the case of a dependant's illness, for example, you are not entitled to time off for the duration of the dependant's illness. It is important that you notify your manager as soon as possible of your absence and how long you expect to be away from work. This time off, especially for a day's absence, may be substituted with annual leave with agreement of your line manager.

# Absence Management Policy



## Compassionate Leave

If you sadly experience a bereavement in your immediate family or of a close relative, you are entitled to paid leave, the duration of which to be agreed with your manager. Compassionate leave can be used to take time to arrange, attend a funeral or to be able to act as the sole executor of the estate. For this purpose, a close relative is defined as: mother, father, stepmother, stepfather, mother-in-law, father-in-law, sister, brother, child, stepchild, partner, grandparent, or someone living with you as part of your family.

## Parental Bereavement Leave

The Company is committed to providing support to employees who experience loss in their lives and, understands that the death of a child, miscarriage or a stillbirth, can be one of the most harrowing experiences of someone's life.

Parental bereavement leave is available from day one of employment. It is available to employees on the death of a child under the age of 18. For further information please speak with your line manager.

## Sick Leave and Annual Leave

If you are on annual leave and then become sick during that period, then you should advise your line manager as soon as possible via telephone. You should also obtain evidence of your ill health from your GP.

## Return to Work

You must inform the Manager or the Deputy by phone yourself by 4.00pm the day before you are due to return to work where possible. Text messages (or any other forms of messaging or social media contact) or email are not acceptable, and you should ensure that you speak directly to the Manager or Deputy by telephoning the nursery.

Upon return from absence, a return-to-work interview will be carried out to ensure that you are well enough to return to your normal duties. Where needed, a risk assessment may be carried out to see if any adjustments to your working environment or working pattern may be necessary.

If you do not report in accordance with the policy, the management team have a duty of care for your welfare and will make contact with you.

# Absence Management Policy



## Long-term sick Leave

If you experience long-term sick leave, we will give you the chance to improve and to stop any further problems arising by supporting you where we can. Some examples may be:

- Making reasonable adjustments to your working hours/patterns whilst ensuring that the needs of the business are met
- Supporting you to secure some counselling sessions
- Offering a calm and quiet place to sit if you feel overwhelmed

If despite support/adjustments being made where the business needs allow for this, you may be put on a Performance Improvement Plan. Failure to meet the targets in the plan may lead to a disciplinary or capability investigation as part of the disciplinary process. Please refer to the Investigation, Disciplinary and Grievance Policy and Capability Policy.

## Measuring Absence Leave

There are a number of ways of calculating the amount of time that an employee has been absent from work, and we will show the two most common ways and the ways we recommend below:

- Bradford Factor - please see Bradford Factor Guidance for further information and the BF Absence Tracker
- Lost-time Rate - please see Lost-time Rate Guidance for further information and the LTR Absence Tracker

## Rewarding High Attendance

The following table demonstrates suggested rewards and actions for employees based on the Bradford Factor

Bradford Factor	Grading	Action
0 - 6	Excellent	Achieved score over 3month period - provide a token of recognition
7- 24	Good	Achieved score over 3month period - provide a token of recognition
50 or more	Unacceptable	1:1 meeting to be held to discuss absence concerns and targeted plan to be put in place and/or further support to be identified and actioned

# Absence Management Policy



The following table demonstrates suggested rewards and actions for employees based on the Lost-time Rate

Lost-time Rate	Grading	Action
95% & above	Excellent	Achieved % over 3month period - provide a token of recognition
90% - 94%	Good	Achieved % over 3month period - provide a token of recognition
89% and below	Unacceptable	1:1 meeting to be held to discuss absence concerns and targeted plan to be put in place and/or further support to be identified and actioned

## Further Guidance

ACAS Absence from work: [www.acas.org.uk/absence-from-work](http://www.acas.org.uk/absence-from-work)

## Linked Policies

Maternity Policy  
Capability Policy  
Investigation, Disciplinary and Grievance Policy  
Employee Wellbeing Policy

This policy was adopted on	Signed on behalf of the nursery	Date for review
16/1/2023	<i>m khaira</i>	16/01/2024