



ANDERIDA ADOLESCENT CARE

ABSENCE PROCEDURE

- In the event of any absence, employees must contact the on-call person (this will be the person who is on-call until 9.30am that morning) **AND** the home where they are due to work.
- The on-call person is responsible for phoning colleagues/bank staff and arranging suitable cover. It is also their responsibility to contact the manager of the home in which there is an absence and ensure they are appraised of the situation.
- Should it be the on-call person who is unable to work, it is their responsibility to ensure that their absence is dealt with and cover is organised.
- All absence notifications must be made no later than 7.30am on the morning of each absence.
- Employees may be aware before the morning of their shift that they will be unable to work. In these circumstances, should contact the home and on-call person straight away to allow additional time for shifts to be covered. It should always be the intention to attend work where possible.
- **PLEASE NOTE THAT TEXT MESSAGES ARE NOT ACCEPTABLE AS NOTIFICATION OF ABSENCE AND ONLY TELEPHONE CALLS WILL BE ACCEPTED AS THE APPROPRIATE METHOD OF NOTIFICATION.**
- **ANY EMPLOYEE WHO FAILS TO TURN UP FOR A SHIFT WITHOUT PRIOR NOTIFICATION OR FOLLOWING THE CORRECT PROCEDURE MAY BE SUBJECT TO IMMEDIATE DISCIPLINARY PROCEEDINGS.**
- All employees are responsible for ensuring that the weekly timesheet in the unit has their absences recorded in the correct section to enable the office to update their records appropriately.
- It should also be recorded on the rota by Directors and be marked in red, allowing a RTW to be organised.
- All employees should look at the rota to see what availability they have to cover other shifts on their return to duty. Where possible employees should look to swap a shift in advance.
- In respect of absence lasting seven or fewer calendar days, the employee is not required to produce a medical certificate, unless specifically requested by Anderida. On their first shift back following absence a Return to Work (RTW) interview with the organisation's independent person, will be conducted. During this interview a RTW form will be filled in for office records. Any absence that occurs through sickness that is **NOT** supported by a RTW form will **NOT** be entitled to sick pay. Absences that are not related to staff sickness will still require a RTW form although there is no sick pay entitlement.

- In respect of absences lasting more than seven calendar days, the employee must, on the eighth calendar day of absence, provide Anderida with a medical certificate stating the reason for absence and thereafter provide a certificate each week to cover any subsequent period of absence. Anderida reserves the right to ask the employee at any stage of absence to produce a medical certificate and/or undergo a medical examination.
- Extended or frequent periods of absence/sickness can have a detrimental effect on both the organisation and the clients in our care, therefore should a manager have any concerns regarding an employee's ability/fitness to return to work they:
 - may request the employee's permission to contact their GP
 - do a welfare risk assessment during supervision
 - do a condition specific risk assessment.

Extended or repeated absence accompanied by failure to grant permission may lead to disciplinary action being taken.

- If you have been prescribed or are taking any new medication due to the absence/sickness, it is your duty to make your supervisor, line manager or the most appropriate person in the organisation aware.

MONITORING OF ABSENCE

We have a traffic light system to record absences from work and they will take the following format over a 12-month period (sickness periods will run from April to March):

Gold **No absences during this period**

Red **1 absence or more during this period (Stop and notice)**

Amber **2 absences during this period (We will check in with you, just to see if we can offer help and ensure you are ok)**

Green **3 absences during this period (Go, fact finding and assistance is needed to support you and together, see what can be done to ensure you are ok and what help you need to avoid further sickness or aid you in staying at work or to support an illness)**

Any member of staff who reaches a **Green** stage during each period will automatically be requested to attend a meeting to discuss their continued absence. Should a staff member have a double **Green** during the period there will be a further meeting which will be held with one of the directors and the homes manager and address any issues that may be contributing to the situation, together with identifying ways the organisation can help or support the member of staff in any way to try and alleviate it. In some circumstances where there are concerns about underlying reasons for absence a meeting may be called in advance of reaching **Green**. Following the meeting the staff members supervisor will support them to revise their health and well-being risk assessment.

People who manage to remain on **Gold** status throughout the year will have this recognised at their appraisal and be awarded Kudos points!

SICKNESS BENEFIT

Sickness benefit will be paid according to the following table.

Length of service:

Up to 3 years

Statutory Sick Pay only

Over 3 years and up to 5 years	2 weeks full pay	2 weeks half pay
Over 5 years and up to 8 years	3 weeks full pay	3 weeks half pay
Over 8 years	4 weeks full pay	4 weeks half pay

All payments are subject to the discretion of the directors who reserve the right to withhold payment where they are not satisfied as to the 'bona fide' nature of the illness.