

SPARKLERS FOUNDATION AND CENTRE OF EXCELLENCE

ABSENCE MANAGEMENT POLICY



January 2020

Paid Annual Leave

The annual leave cycle is from 1 January to 31 December. Entitlement is equivalent to four weeks pro rata of annual leave plus the working days between Christmas and the New Year. After one year's service, employees are entitled to an additional days' annual leave on a pro rata basis i.e. one fifth of a working week is equivalent to one working day.

Leave not taken at the end of the year may, by agreement, be taken by the end of March the following year but must not exceed five working days.

Part time employees are entitled to National Holidays and the additional concessionary days.

Sickness Absence

If you are absent from work due to sickness, you must notify the Chief Executive Officer (or Line Manager), or in their absence, the nominated officer, or in their absence a member of the board as soon as possible on the first day of absence before 8am.

For absences of five days inclusive, you will be expected to complete a Self Certificate form. For absences over five days, you will be expected to present a Doctor's Fit Note to cover the period of absence (on a weekly basis). Sparklers Foundation may, in exceptional circumstances and at its discretion, require you to submit to an independent medical examination.

Sick Pay Entitlement

For employees who have been in employment for more than three years:

- a) For the first three-week period in any twelve months:
 - i. Full salary less any statutory Sick Pay payable; or
 - ii. Full salary less any Social Security Benefits recoverable by you whether or not recovered.

- b) The second three-week period:
 - i. Half Salary less any Statutory Sick Pay payable; or
 - ii. Half salary less any Social Security Benefits recoverable by you whether or not recovered.

- c) Thereafter, statutory sick pay arrangements from the government may apply.

Short Term Sick

Once returned to work your Line Manager must arrange a return to work interview.

Long Term Sick

Line managers should keep in touch with sick employees. Discuss any adjustments that may be required to enable return to work. The employee should be kept fully informed if his/her job is at risk. Once returned to work your Line Manager must arrange a return to work interview.

Return to Work Interviews

For every period of absence, a return to work interview should be conducted as soon as possible after the employee has returned to work. The meeting is to enable the member of staff to share concerns about their illness and general state of health in relation to their job. It is essential in monitoring absence accurately and in reinforcing the message that Sparklers Foundation cares about members of staff and their sickness absence. The degree of formality and length of the interview will depend on the circumstances. If the member of staff is rarely on sick leave the meeting will be brief. However, should the member of staff be returning to work after a succession of frequent intermittent absences or after a long-term absence, the interview should be much more structured.

The purpose of the return to work interview is to: -

- Welcome the employee back
- Check that the employee is ready to return, and has not come back early
- Confirm the reasons for the absence
- Discuss further to your understanding from conversations during the absence any problems that may have caused or contributed to the absence
- Where any causes are identified, discuss what help you as the employer can offer to address these
- Discuss any further action that may be necessary

Other Absence from Work

If you are unable to come to work for any reason, you must inform the Chief Officer by 8am on the first day of absence. You should indicate the reason for your absence and its likely duration. In exceptional circumstances and at the discretion of the board, a member of staff may be granted additional leave on a paid or unpaid basis.

Members of staff who are required to take time off work for jury service will be expected to claim juror's expenses.

If you are not able to attend work due to adverse events such as flooding, pandemics etc., you must inform the Chief Executive Officer (or Line Manager) by 8am on the first day of absence. In adverse weather conditions (flooding) staff should attempt to attend work, however, should not put themselves at risk.

Medical Appointments

Staff should, wherever possible, try and arrange medical appointments out of office hours. It is expected that staff who work part time should be able to attend routine medical appointments on days off. However, if this is not possible (many hospital appointments cannot be negotiated), you should inform the Chief Executive Officer (or Line Manager) as soon as possible.

Other medical appointments, such as osteopath, chiropractor, massage not endorsed by your doctor should be arranged out of office hours or whilst taking Time off in Lieu (TOIL). However, Sparklers Foundation may, in exceptional circumstances and at its discretion approve the time off.

Maternity / Paternity Leave

Maternity/Paternity leave will be managed in accordance with prevailing legislation.

Dealing with long term absence

- Regular contact should be maintained with employee
- Medical opinion should be sought from the employee's Medical Doctor
- The employee should be kept fully informed if his/her job is at risk
- We should consider how long the job could be kept open
- Where employees are dismissed, they should receive either wages throughout the period of notice to which they are entitled, or a lump sum in lieu of wages
- The employee should be informed of any right of appeal.

Persistent offenders should be identified through regular monitoring of records, then counselling provided, or disciplinary action taken, as appropriate, after investigation.