

LATENESS AND ABSENCE POLICY

A) INTRODUCTION

The efficiency of the Company can be affected by our employees not attending work on a regular basis as agreed in their terms and conditions of employment. Long term and /or sporadic absence can create difficulties for the Company.

We will define long term absence as a continuous period of 4 working weeks absence or more.

B) LATENESS

- 1) You must attend for work punctually at the specified time(s) and you are required to comply with any time recording procedures in place.
- 2) All of our staff are offered flexible working time and it is an expectation each person will manage that appropriately.
- 3) The Company currently use BLIP for staff to clock in and out and for Team Managers oversee hours worked.
- 4) Employees are responsible for attending punctually for work in accordance with the hours defined within the terms of their Contract of Employment. Persistent lateness will be considered to be a breach of conditions of employment and will be dealt with under the company Disciplinary Procedure.
- 5) Employees who are late on three or more occasions within a rolling six month period will be invited into a meeting to discuss their levels of absenteeism and may result in the Disciplinary Procedure being invoked.

C) PROCEDURE

Employees are required to attend for work except where holidays or an acceptable permitted absence has been arranged. Employees who do not attend work for any other reason will have these days classified as potential gross misconduct and will be investigated in line with the Disciplinary Procedure. Therefore it is important to ensure you keep absence to a minimum.

Employees who reach any of the triggers outlined in this policy, will be invited to attend a meeting and may be subject to the Disciplinary Procedure.

1) Sporadic Absences

- a) When the level of absence is considered to be too high, your Manager will arrange a meeting with you to discuss your absences. At this stage your Manager may decide to take further advice from your GP, other relevant medical professional or an occupational health advisor.
- b) At the meeting your Manager will discuss:
 - Any possible underlying health reasons for the absences;
 - Any other reasons for the absences;

- What improvement in attendance is required;
- How future attendance will be monitored and a date set for a further meeting to review attendance.

Disciplinary action may be invoked at this stage.

- c) If there is no improvement in attendance the above process will be repeated in line with our Disciplinary procedures and should attendance not improve significantly then this could lead to your dismissal.
- d) Any employee who has an unacceptable level of whole day absence as shown below will be subject to initial formal discipline as outlined below:

3 occasions or 5 days	within a 6 month period
6 occasions or 10 days	within a 12 month period
If another pattern is emerging	over a longer period

On reaching any of the above criteria, you will be invited to a Return to Work meeting where a Letter of Concern may be given to you regarding your absence. In this letter of concern, you will be given a certain period of time to improve your absence.

If there is no improvement, a further meeting would take place which may result in a First Written Warning.

If there is still no improvement, another meeting would be arranged to discuss your absence and this may then result in a Final Written Warning, ultimately leading to dismissal.

2) Long Term Absence/Underlying Health Conditions

- a) If you have been absent for a continuous period of four weeks or longer, or upon investigation it is determined that you have an underlying health condition which is affecting your ability to attend work regularly, your Manager may request a medical report to determine what help, support or reasonable adjustments may be necessary to aid your attendance at work.
- b) A meeting will be arranged with you and your Manager to discuss the report and ascertain if and when you may be fit to return to work and if so what, if any, reasonable adjustments may be necessary to facilitate this return.
- c) It may be necessary to hold regular meetings over a period of time to consider how your illness or condition is progressing.
- d) Whilst it is the Company's aim to offer support and help to enable you to return to work, if no solution can be found to facilitate a return to work within an acceptable timescale, the Company may have to consider termination of employment on the grounds of incapacity.

REVIEW SCHEDULE:

The Lateness and Absence Policy is formally reviewed on an annual basis and all staff are subject to annual refresher training

Date of last review: 01/06/2023

Reviewed by: Lizl Donnelly

Job Role: Business Support Manager

Date of next Review: 01/07/2024