

SICKNESS & ABSENCE POLICY

POLICY

Our policy is to provide support to staff who are absent from work because they are ill and help them return to work as quickly and as soon as they are able.

Regular, punctual attendance is an implied term of every employee's contract of employment – we ask each employee to take responsibility for achieving and maintaining good attendance.

We will support employees who have genuine grounds for absence for whatever reason. This support includes:

- 'Special leave' for absolutely necessary absences not caused by sickness
- A flexible approach to the taking of annual leave
- Rehabilitation programmes in cases of long-term sickness absence.

We will consider any advice given by the employee's GP on the 'Statement of Fitness for Work'. If the GP advises that an employee 'may be fit for work' we will discuss with the employee how we can help them get back to work – for example, on flexible hours, or altered duties.

The company's disciplinary procedures will be used if an explanation for absence is not forthcoming or is not thought to be satisfactory.

REPORTING SICKNESS / ABSENCE

Anyone who is unable to attend work because they are ill must phone their line manager stating:

- His/her name and place of work
- Why they are not attending work
- When they expect to be back at work

If a member of staff is absent without calling in, the line manager will contact them on that day. The purpose of this contact is to establish the wellbeing of the employee and should not be seen as harassment.

Any visits to staff by Managers or co-ordinators will be by arrangement and with consent.

RETURNING TO WORK

For each and every occasion when a member of staff returns from sick leave, the line manager will see or speak to the employee and complete a return to work form. These must be signed by both parties and will be kept on the member of staff's personnel file.

TIME OFF FOR DEPENDANTS

All employees have the right to time off during working hours for dependants, this time off is intended to deal with unforeseen matters and emergencies. Time off will be unpaid and the procedure for absence notification are the same as for sickness.

MATERNITY ABSENCE

It is your duty to inform Brilliant Hygiene Services Ltd if you are pregnant or become pregnant during your period of employment as a separate health and safety risk assessment will need to be carried out for pregnant employees.

Maternity absence records will be kept separately to other sickness and absence records. A woman attending regular anti-natal appointments will not be monitored in the same way as someone with regular sickness absence. However, the same rules of notification still apply and we would request that 48 hours notice where possible of routine appointments is given.

DISABILITY ABSENCE

If you are disabled or become disabled, it is your duty to inform Brilliant Hygiene services as we are legally required under the Equality Act 2010 to make reasonable adjustments to enable you to continue working

Disability absence records will be kept separately to other sickness and absence records will not be monitored in the same way as someone with regular sickness absence. However, the same rules of notification still apply and we would request that 48 hours notice where possible of routine appointments is given.

ABSENCE / SICKNESS MONITORING

If a member of staff has either seven days absence, or three separate periods of absence over a rolling twelve-month period, we will use our absence counselling procedure to monitor absence and sickness. If further periods of sickness / absence occur we reserve the right to use our disciplinary procedures.

CONFIDENTIALITY

We respect the confidentiality of all information relating to an employee's sickness. This policy will be implemented in line with all data protection legislation and the Access to Medical Records Act 1988.

Signed:

Managing Director

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