

Absence policy

Sickness is an everyday part of life but it does have consequences. When an employee fails to attend for his or her agreed hours of work, the organisation loses. Where continued or repeated absence reaches an unacceptable level and causes problems for colleagues and the organisation, the manager will have to take action. For short and long term sickness, here are some points to be aware of;

The starting point in controlling absence is adequate record keeping.

- ✓ Notify the office as soon as possible of absence through an absence request form. Permission and payment for leave of absence is at the discretion of the company.
- ✓ The office should be notified as early as possible on the day of any approval.
- ✓ If you are ill for longer than 7 calendar days you must obtain medical certificates to cover the whole of any further period of absence from your doctor and send them to your manager.
- ✓ If your sickness has lasted four days or more and you would like to claim statutory sick pay upon returning to work you can complete a Company Self Certification Form which will act as a claim.



Failure to adhere to this procedure may result in loss of sickness benefit.

The key to controlling unauthorised absences is finding the reason for the absence, and this can only be discovered by investigation.



- ✓ The starting point of proving illness is a medical or self certificate which will prompt the payment of statutory sick pay. (For a self certificate the manager will ask questions to ensure the sickness was genuine)
- ✓ Where review of absence records reveals repeated absences or where absence follows a particular pattern further investigation should be made.

In this case an employer is justified in investigating in the following ways;

- Asking the employee for permission to approach their doctor for a report
- Requesting the employee to see a company doctor
- If certified absence occurs more than 4 times in a 12 month period the employer can seek help from the DSS



If it is reasonably concluded that the employee's explanation cannot be accepted, sick pay may be stopped or disciplinary action taken.

You have the right to be accompanied to any hearing which may result in a formal warning or similar situation.

Remember – please keep us updated at all times!

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