

Absence policy

[**Note.** This specimen absence policy is very basic. Your members may wish to add to it or adapt it in some way, for example to include details of statutory sick pay or sick pay, or the right to time off in emergencies for dependents. This is **not** a dismissal procedure. Members must seek legal advice prior to dismissing anyone for poor attendance or long term absence.]

It is important to the business that employees attend regularly. Frequent or long term absence can cause disruption. For this reason attendance of all staff will be monitored and action will be taken if sickness absence reaches unacceptable levels.

Short Term Absence

Your attendance record will be monitored by your line manager. If the number of absences reaches unacceptable levels / more than --- separate periods of absence or more than days absence in -----months. We may ask for your consent for a medical report if appropriate. We will also discuss with you whether there are other underlying reasons for your absence and whether there is any way in which we can help you to improve your level of attendance

If there is no underlying medical or other reason for frequent absences, action may be taken under the disciplinary procedure.

- At the first stage you will be given a [first written/verbal (depends on what is in disciplinary procedure)]warning that your attendance must improve and specific targets as to attendance levels will be set.
- Your attendance will then be monitored and if the required improvement is not achieved, a [first written/final written] warning will be given.
- If there is still no improvement [a final warning will be given/your employment will be terminated.]

Disability Related Absence

Any absences that arise out of a disability will not be taken into account when applying the procedures set out above. Steps will be taken to make any reasonable adjustments that may be necessary to help you to improve your attendance or to manage your role in a way which takes account of your disability. If this is not possible and your role is one in which regular attendance is important, then the matter will be treated as a capability issue and the same procedure will be followed as for long term absence.

Long Term Absence

During any period of certificated long term absence we will maintain regular contact with you.

Unfortunately it is not possible to keep your job open indefinitely and it may be the case that we have to conclude that you are no longer capable of performing your role and terminate your employment.

We will not terminate any one's employment for reasons of incapability without first warning them of the possibility that this may happen.

In most cases before any decision is taken we will ask for the employee's consent to our obtaining a medical report on them from which ever we believe to be most suitable of their own doctor or an occupational health specialist.

Whilst we see dismissal as a last resort, we do have to consider the needs of the business. It may therefore be necessary to terminate your employment for reasons of capability