



TIMEKEEPING & ABSENCE POLICY



WELCOME!

Managing absence and timekeeping in the workplace is essential. Creating an absence and timekeeping policy clearly defines how your business manages absence in the workplace. If a business is not managing absence and timekeeping the consequences include reduced efficiency within the business, especially as other employees will have to pick up the work of an absent employee. Lowering morale within the business.

Including an absence and timekeeping policy in your employee handbooks outline the possible consequences for failing to comply with contractual obligations.



REASONS FOR ABSENCE

Aside from entitled annual leave, employees may need time off unexpectedly. Incidents when this may happen to include;

- Medical appointments
- Bereavement of a family member
- Helping a 'dependent' such as an elderly parent or child
- Pregnancy or fertility appointments, or pregnancy-related sickness
- Transport issues or severe weather conditions causing the commute to work impossible or difficult
- Short- or long-term sickness, mental health conditions included.



LATENESS

Lateness in the workplace impacts both the employer and employee including interruption to the working environment and co-workers may begin to resent the employee who has poor timekeeping.

It is important for employers and managers to address poor timekeeping and lateness in the workplace. If this situation is a one-off and the employee has provided a sufficient reason, no further action may be necessary.

Alternatively, if this is a reoccurring situation an informal chat is necessary to address lateness. The employee should provide reasons for continuous lateness or if it feels they are making excuses further action may be necessary, such as disciplinary.



LETS GET STARTED

Our absence and timekeeping policy template includes;

- Absence notification and certification procedure
- Statutory Sick Pay (SSP)
- Reporting for work and time recording
- Time recording
- Leaving the premises during working hours
- Repetitive absence and/or poor timekeeping
- Illness or injury occurring at work



ABSENCE NOTIFICATION

1	If the employee is absent from work due to illness, or any other reason, they must ensure that their line manager is advised of the nature and expected duration of the absence. If the line manager is not available, they should speak to another member of management. This must be done by telephone in person, as early as possible on the first day of absence (for operational reasons employees should notify before 8.30a.m.). Please note that text messages or social media messages are not acceptable.
2	Failure to follow the procedure above may result in the employee losing their right to SSP (or Company Sick Pay, if applicable) and disciplinary action being taken.
3	In order to assess staffing needs, during any period of absence of seven calendar days or less, the employee is expected to keep in regular contact with management to update the Company on their state of health and the expected duration of the absence.
4	If the employee's illness extends beyond 7 calendar days, they should have notified management in advance.

ABSENCE CERTIFICATION



1	If the employee is ill and the absence extends, or is likely to extend, beyond 3 working days the employee must submit to management a completed Self-Certification Form. The form should arrive with the Company no later than the 8th day of absence
2	Any employee who knowingly makes a false statement on a Self-Certification Form shall be dealt with in accordance with the Disciplinary Procedure
3	If the employee's absence extends beyond seven calendar days, they must also submit to the Company a Statement of Fitness for Work covering their absence from the 8th day. This should be forwarded to the Company as soon as possible after the 8th day of absence or, at the latest, within 2-3 working days.
4	Continued absence must also be covered by further Statements supplied to the Company immediately after the date of expiry of the previous Statement or, at the latest, within 2-3 working days of the aforementioned expiry date.
5	In order to facilitate staff planning, as each period of certification is coming to an end, the employee must contact management at least one full working day prior to the expiry of the medical certificate to advise whether they expect to return to work at the end of the period specified or whether the absence is likely to continue
6	Delays in notifying the Company or failure to provide evidence of incapacity will result in the withholding of any SSP due (or Company Sick Pay, if applicable) and may result in disciplinary action

STATUTORY SICK PAY (SSP)

1	Statutory Sick Pay (SSP) is payable to employees for up to 28 weeks of sickness absence.
2	For SSP purposes, Qualifying Days in the Company are the days on which an employee is required to work under their Contract of Employment.
3	The first three days of sickness absence are “waiting days” for which SSP is not payable. The only exception being where the sickness absence is part of an 8-week linked period of incapacity for work as defined by SSP rules
4	An employee absent from work for any period of time due to incapacity, illness or injury shall be paid SSP (or Company Sick Pay, if applicable) provided the qualifying conditions for receipt of such are satisfied, and provided that the requirements in respect of notification and supply of evidence of incapacity are complied with.

REPORTING FOR WORK AND TIME RECORDING

All employees are required to attend for work and be at their work station at their normal starting time. If an employee is going to be late for work, they must make contact with management as soon as is possible to report the reason for their lateness and their expected arrival time at work.

If an employee arrives for work more than one hour late, without having previously notified the Company, other arrangements may have been made to cover the duties and the employee may be sent home for the remainder of the day/shift without pay.

Employees' start, and finish times must be recorded daily in accordance with the Company's time recording system



REPORTING FOR WORK

It is strictly prohibited for any employee to:

- Register time for another employee
- To have such time registered on their behalf
- To tamper with any time recording system

Such actions will render the employee liable to disciplinary action



LEAVING THE PREMISES DURING WORKING HOURS

An employee who wishes to leave the Company's premises, workplace or work site during normal working hours, for whatever reason, is required to obtain prior permission from management who, if they give permission, will keep a record.

Employees are reminded that any such approved absence shall be without pay and will still be treated as absence.

Any employee who leaves the premises, or mobile employee who takes time off, without compliance with this procedure, may be subject to disciplinary action under the Disciplinary Procedure.



ABSENCE TRIGGER LEVELS (OPTIONAL)

To ensure the consistent and timely management of absence across the workforce, the Company uses “trigger points” which alert management that an individual’s absence levels have reached a point of concern. An attendance review meeting will be triggered if you have:

1	3 separate occasions of sickness in a rolling 6 months or 5 occasions in a rolling 12-month period
2	2 occasions of lateness will be considered one occasion of absence
3	An identified pattern of absence or lateness e.g. regular absences occurs on the same day, around weekends, directly before or after a bank / public holiday or pre-booked annual leave, during school holidays or following specific work being allocated to you.
4	If an employee hits the ‘trigger level’ their record will be reviewed and a decision is made about instigating the disciplinary procedures.

ILLNESS OR INJURY OCCURRING AT WORK

1	Any employee who is taken ill or suffers an injury (however trivial) whilst at work must report the fact to management who will advise on the action to be taken
2	In the case of an accident, occurring whilst at work, management will ensure that details are recorded in the Accident Book.
3	Other than in exceptional circumstances, accidents will not be recorded in the Accident Book if not reported in or around the time when the accident occurs

**IF YOU WOULD LIKE TO DISCUSS HOW WE
CAN HELP SUPPORT YOU WITH YOUR
RECRUITMENT NEEDS AND BEYOND
PLEASE GET IN TOUCH**

EMAIL: NINA@LITTLEWOODHART.COM

CALL: 0289 600 9265 OR 07961 833098

