

KPC YOUTH

KPC YOUTH SICKNESS & ABSENCE POLICY

REVIEWED FEB 13

General:

KPC is committed to giving necessary support to all employees & volunteers who become sick during the course of their employment. There are also a number of indirect costs of absence, which can impact heavily on the organisation as a whole:

- Work disruption to the team/potentially insufficient staff to cover rota
- Reduced productivity as work is carried out by less experienced or over stretched staff
- Increased workload and reduced morale of employees who have to cover for absent colleagues

Preventing Absence:

It is important that we all attempt to avoid the need to take unplanned absences from work as much as possible. Sometimes, absence attributed to sickness can have many contributory factors - such as problems at work or at home.

It is important to all concerned that you feel comfortable with the role you play within our organisation. If you don't feel happy, for whatever reason, your work and potentially health can suffer, and it is important that you play your part by letting us know.

Please talk to either the Senior Youth Worker, Project Manager or if you would prefer our Directors. If you don't communicate and tell us how you're feeling we are unable to help you.

If you have domestic or family issues that you feel are likely to affect your ability to attend work then again please inform the Senior Youth Worker/Project Manager as soon as possible. We will do what we can to help and there might be short term arrangements we can agree which will assist you to manage your problems.

Reporting Absence:

- ★ On the first day of any sickness absence you must speak directly to the Project Manager or Senior Youth Worker. Only under exceptional circumstances is it acceptable to leave a message.
- ★ You will be asked to indicate the nature of your absence - without going into too much detail. Also, the likely duration of your absence and when you anticipate returning to work. Research & medical evidence show clearly that the best approach for recovery is often to try & return to work as soon as possible. To help this process we may ask for permission to consult with your GP, who may be able to advise us on how we can help speed up your return to work.
- ★ If you cannot give a date of return during your call, you may, subject to the nature and severity of your sickness - be required to phone in on a daily basis until you can give an anticipated return date.
- ★ Should your sickness result in a case of extended absence, we will agree to maintain contact via phone or email so that your progress can be monitored
- ★ For absences of up to 7 days you will be required to complete a self-certification letter
- ★ For absence of more than 7 consecutive days, a medical certificate obtained from your doctor should be sent to the Project Manager. Further signed medical certificates must be sent as appropriate, covering the complete period of absence.
- ★ For statutory sick pay purposes, absences are calculated in terms of calendar days rather than working days and should include illnesses which run over a weekend period

Payments Whilst Sick/SSP Eligibility:

At KPC we do not pay sick pay, however Statutory Sick Pay (SSP) is payable to all members of staff, if they are eligible, in line with current regulations which apply at the time of the absence. (Speak to Project Manager for current legislation or look on www.direct.gov.uk search SSP for most up to date information.

What will happen on your return?

- ★ Every time you return from a spell of sickness absence, no matter how short, we will hold a Return To Work interview - this may be done by the Project Manager, or Senior Youth Worker on duty on the day of your return (see proforma at Annex A). This will focus mainly on your well-being and help us explore together how we can avoid future instances of absence., eg:
 - Confirmation of the reason for the absence, including any medical advice you have been offered
 - Identification of any underlying issues
 - Exploration of what might be done to help avoid future absence
 - Update you on any work related issues you may have missed in your absence
- ★ If you do have to take time off then please come prepared to discuss these issues, so where we can, we will help you cope with any health problems whilst you recover. This might mean making temporary adjustments to your work tasks, hours or environment. Where adjustments to tasks are agreed they will be time limited as they cannot be allowed to drift on indefinitely - they are designed to simply help you cope as you recover.

Ongoing Problems:

- ★ As part of our sickness absence system we analyse the records to identify trends and patterns. Therefore if you are involved in a number of spells of sickness absence they we will discuss these at the return to work interviews. Our aim will be to ensure that any on-going problem is dealt with effectively and your commitment to engaging in this process is viewed as very important.
- ★ In addition we will aim to identify general absence issues, which may or may not be related to each other. This will enable us to identify trends in absence - eg: regular absence following bank holiday, around weekends etc
- ★ We will also identify trends in late turn ups for work

Medical Appointments:

- ★ Whilst you are entitled, within reasonable limits, to paid time off for medical appointments, you must seek prior approval for appointments

or other treatments. Please try to ensure that any time you need is (where possible) taken outside of your normal working day. Should this prove impractical then it will be helpful if the appointment is scheduled at the beginning or end of the working day so that the disruption is kept to a minimum.

Absence without Leave Procedure:

- If you fail to comply with procedures as above and we do not hear from you the Senior Youth Worker/Project Manger will make all reasonable attempts to make contact. When we do make contact, unless extenuating reasons or mitigating circumstances apply, you will have breached our procedures and this will be treated as a disciplinary matter. If you fail to present yourself for work, or to respond to our correspondence, eventually your employment may be terminate as a result of your failure to meet contractual obligations.
- For volunteers who do not give apologies/valid reasons for absence for 4 consecutive weeks, their volunteer placement will be terminated, in order to give the opportunity to another person to volunteer. Volunteers are put on our rota's and their attendance forms part of our shift staffing, therefore we are reliant on their regular attendance/commitment as we are with paid staff.

Unpaid Leave:

- Any request for unpaid leave of absence should be made to the Management Committee for consideration

Disciplinary Procedures:

In line with our Disciplinary Procedures action will be taken for:

- Persistent time keeping/late shows for work
- Taking of unauthorised leave
- Unauthorised absence
- Failing to meet the above procedures re sickness

RETURN TO WORK PROFORMA

This form should be completed by Managers to record:

1. The agreed temporary arrangements on return to work following the GP's advice on the "Statement of Fitness for Work"
2. The agreed temporary arrangements to enable an individual to continue working following the GPs advice on the "Statement of Fitness for work"
3. The reason(s) why it is not possible to support an individual to continue working or return to work

If requested the member of staff can be accompanied by a workplace colleague at the meeting.

1. Personal Details

Name:	Position:

2. Details of Absence

Date Absence Began:	Reason(s) for Absence:

3. Present at Meeting:

Name:	Appointment:

4. Continue working/return to work details

What is the advice of the GP (if applicable)?

Phased Return	<input type="checkbox"/>
Altered Hours	<input type="checkbox"/>
Amended Duties	<input type="checkbox"/>
Workplace Adaptations	<input type="checkbox"/>

Is it possible to implement the GP's recommendations? Yes/No

If Yes, please indicate below:

Agreed Return to Work date:	
What workplace adjustments have been agreed?	
What support mechanisms will be put in place during the temporary arrangement?	
Who will provide the support?	
The duration of the temporary arrangements?	
What arrangements will be put in place to review/monitor progress?	
Are there any H & S issues that need to be addressed (include risk assessments)	
Any concerns raised by the individual?	

If No, Following discussions with the Directors please provide below the reason(s) why it is not possible to implement the GPs advice, and support the member of staff to return to work or to continue at work.

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For short-term absences eg: short term sickness, with Dr's certificate, unauthorised leave/absence, etc

Reasons given for absence:
Action agreed:
Disciplinary Procedures followed? Yes/No

Follow up procedures: