



Absence Management Policy

Human Resources Committee:
Corporation Approval:
Review Date:

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Absence Management Policy

1. Policy Statement

- 1.1. A high level of employee attendance is integral to the College's success. To maintain a high level of attendance, the College and its employees must work together to ensure that every employee remains fit and healthy for work and is able to fully contribute to the mission, aims and objectives of the College.
- 1.2. The College has adopted the terms and conditions of employment for support and teaching staff appropriate to Sixth Form Colleges, as agreed by the National Joint Council for Staff in Sixth Form Colleges. As an employer, we are committed to good employment practice, supporting the member of staff through the principles of work life balance, equality and diversity and the adherence to employment law. In particular due regard will be given to the Disability Discrimination Act, where appropriate. This commitment is reflected in the policy and procedure documents on absence management.
- 1.3. The College recognises the importance of providing a safe working environment for its staff. To ensure safety in the workplace, we have in post a Health and Safety Officer and appropriate induction, assessment and review procedures. We also have provision in place for giving members of staff reasonable time off when required and we have a system in place for monitoring staff attendance.
- 1.4. Looking after the welfare of our staff is an important issue for the College. We offer additional support to staff when appropriate through the East Sussex Occupational Health Service and Counselling Service.
- 1.5. The College aim is for full attendance from all staff. It is inevitable that full attendance will not be achievable for all staff. It is, however, the duty of all College staff to keep themselves fit to do their job and to attend work as contracted. If for any reason a member of staff cannot attend work, then they must inform the College following the agreed procedures for unplanned absence (ie absence that has not been agreed in advance).
- 1.6. There will be occasions when the attendance record of a member of staff becomes a cause for concern. The College acknowledges that if such a situation arises, it will need to be addressed and resolved quickly, so that the needs of the students are not affected. Throughout this process, the member of staff will receive full support from the College, particularly their manager and the HR Department. To ensure a fair and consistent approach any action required will follow the guidance detailed in this policy and procedures.
- 1.7. Termination of employment is a possible outcome of unsatisfactory levels of absence. Termination of employment on the grounds of incapability will only be considered once all attempts at improving levels of attendance, including rehabilitation and redeployment, have failed. In such circumstances the College's Disciplinary (Misconduct and Capability) Policy and Procedures will be followed.

2. Policy scope

2.1. This policy applies to all employees of the College plus any agency/casual staff (eg Sports Academy staff) and any workers at the College who are here on a voluntary basis (eg students on work experience).

3. Policy aims

3.1. To ensure that members of staff who are absent from work are fully supported so that they can return to work as soon as possible and successfully remain at work thereafter.

3.2. To minimise the impact of staff absence on students and colleagues by managing absence as effectively as possible.

3.3. To ensure that processes for managing staff absence are fit for purpose.

3.4. To ensure compliance with relevant employment legislation.

3.5. To ensure equality of treatment for all employees.

4. Monitoring and review of policy and procedures

4.1. This policy and procedures will be reviewed every three years to ensure currency.

4.2. Where necessary, the policy and procedures will be reviewed more frequently to ensure compliance with legislation.

Related documents

- Contracts of employment
- Dignity at Work Policy
- Disability Discrimination Act
- Disciplinary Policy and Procedures
- Equality and Diversity Policy
- Flexible Working Policy
- Instruments and Articles of Government
- Policy on Absence and Payments for Additional Work for External Organisations
- Race Equality Policy
- Staff Code of Conduct
- Terms and conditions of service