

Staff Absence Policy



Grass Roots Nursery Group: Absence Management

Purpose:

To outline the procedures for managing absence at Grass Roots Nursery Group, ensuring a fair, consistent, and supportive approach.

Key Principles:

- **Support and Assistance:** We provide support and assistance to employees experiencing ill-health or other issues.
- **Fair and Consistent Treatment:** We treat all employees fairly and consistently regarding absence management.
- **Communication and Collaboration:** We encourage open communication and collaboration between employees and managers.
- **Wellbeing Focus:** We prioritise the well-being of our employees and promote a positive attendance culture.

Procedures:

1. **Notification of Absence:**
 - Employees must notify their manager of absence on the first day of absence, at least one hour before their start time.
 - Provide reasons for absence and expected return date.
 - Continue to update the manager during extended absences.
2. **Documentation:**
 - Provide necessary documentation, such as self-certification forms or medical certificates, as required.
 - Complete any absence recording documentation on return to work.
3. **Communication and Support:**
 - Maintain regular communication between the employee and manager during absence.
 - Offer support and assistance to employees experiencing ill-health or other issues.
 - Discuss return-to-work plans and any necessary accommodations.
4. **Absence Management:**
 - Monitor absence patterns and address excessive absences through appropriate measures.
 - Consider the specific circumstances of each absence and apply a case-by-case approach.
5. **Medical Appointments:**
 - Accommodate reasonable requests for time off to attend medical appointments.
 - Require documentation for frequent appointments.
6. **Return to Work:**
 - Conduct return-to-work interviews to assess the employee's fitness to return and discuss any necessary support.
 - Consider reasonable adjustments to accommodate any ongoing health conditions.
7. **Employee Assistance Program (EAP):**

- Utilise the EAP to provide support for employees facing personal or work-related challenges.

Additional Considerations:

- **Confidentiality:** Maintain confidentiality of employee health information.
- **Legal Compliance:** Adhere to relevant employment legislation and regulations.
- **Review and Updates:** Regularly review and update the absence policy to ensure it remains current and effective.

By following these procedures, we aim to provide a supportive and fair approach to absence management, promoting the well-being of our employees and maintaining a positive attendance culture.