



ATTENDANCE AT WORK POLICY

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Version	Date	Author	Status (A/D)	Description of Change
0.1	24/04/13	Matthew Hammonds	D	Draft of new policy
0.2	15/05/13	Matthew Hammonds	D	Minor update following changes at WPPG
0.3	15/07/13	Matthew Hammonds	D	Update following further comments at WPPG
0.4	15/10/13	Ian Brandwood / Matthew Hammonds	D	Update following feedback from TEG
0.5	10/12/13	Ian Brandwood / Matthew Hammonds	D	Minor amendment following WPPG
1.0	12/02/14	Ian Brandwood / Matthew Hammonds	A	Approved policy for issue
1.1	25.4.17	Karen Angus	D	Added the following policies to paragraph 7, Associated Documentation <ul style="list-style-type: none"> ▪ Local Anti-Fraud Policy, Bribery and Corruption Policy ▪ Secondary Employment Policy
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1. STATEMENT OF INTENT

The Trust believes that regular attendance at work has a positive influence on the health and wellbeing of employees. As an employer we value the contribution that every employee makes to the success of our organisation, and we are committed to supporting the health and wellbeing of our employees to ensure they can attend work on a regular basis.

The Trust has a number of support mechanisms in place to support attendance at work including Occupational Health and initiatives relating to Employee Wellbeing and whilst we will do everything reasonable to maintain the health of our employees, we will also take appropriate action where individual levels of absence cause concern.

2. INTRODUCTION

- 2.1 The Trust is committed to supporting employees to ensure they are able to attend work on a regular basis.
- 2.2 If an employee is absent from work the Trust commits to taking appropriate action to support individuals to return to work as soon as possible.
- 2.3 The Trust recognises the positive impact that regular attendance at work has on individual employees, their colleagues and the patients we serve.
- 2.4 This policy outlines the supportive processes that are in place within the Trust to ensure that good attendance is supported and poor attendance is managed appropriately.
- 2.5 This policy has been written to provide an appropriate framework in order to support managers to deliver the Trust attendance target.
- 2.6 For the purpose of this policy all days referenced in the accompanying management guidance will be counted as calendar days.

3 PRINCIPLES

- 3.1 The Trust aims to ensure that absence is managed fairly and consistently throughout the whole of the organisation.
- 3.2 The Trust recognises that employees who do not attend work on a regular basis have a significant negative impact on their colleagues, overall morale and patient care.
- 3.3 The Trust recognises that some absence from work is unavoidable and will seek to ensure issues are reviewed supportively on a case by case basis.
- 3.4 The Trust is committed to promoting good attendance across the whole of Yorkshire Ambulance Service NHS Trust.
- 3.5 When sickness falls under the provision of the Equality Act 2010 it will still be managed under this policy however consideration will be given to any reasonable adjustments that can be accommodated.
- 3.6 Absence which has arisen as a result of an injury, disease, or other health condition which is wholly or mainly attributable to NHS employment will not be used in the calculation of trigger points. The Trust will decide, in accordance with the process for determining eligibility for

Temporary Injury Allowance, which absences are recorded as industrial injuries and will therefore not trigger action under this policy.

- 3.7 Any unauthorised absence will be managed under the Trust's Disciplinary Policy and Procedure.
- 3.8 Absence will be recorded in calendar days and therefore days which an employee would not normally have worked (e.g. rostered days off, Saturdays and Sundays etc.) will be recorded as days absent unless an employee indicates their fitness for work on these days. This is in accordance with the Statutory Sick Pay system and ensures consistency across the Trust, irrespective of whether an employee works full-time or part-time, days or shifts etc.
- 3.9 All absence will be recorded, including where an employee leaves work due to illness/injury prior to completing their full shift.
- 3.10 Any action in relation to this policy will be treated in the strictest of confidence by all parties involved.

4. ATTENDANCE MANAGEMENT PROCESS

4.1 The Attendance Management Process has 3 stages as indicated below:-

- First Stage Attendance Meeting
- Second Stage Attendance Meeting
- Formal Hearing

4.2 For Long Term Absence (more than 28 days) the following process will apply:-

- Long Term Absence Management Process as outlined in the guidance

If an employee already has a current second stage caution in respect of absence on their record, a manager may be entitled to conclude that although this latest period of absence may be categorised as long term, that the cumulative effect of all the absences during the review period cannot be tolerated. In such circumstances, a dismissal for "some other substantial reason" may be appropriate.

5. IDENTIFICATION OF STAKEHOLDERS (SCOPE OF POLICY)

This policy and procedure applies to all employees irrespective of their contract status (fixed term, honorary, trainee etc) employed by the Trust working on Trust sites.

6. PROCESS FOR REVIEW AND REVISION

This policy will be reviewed in five years' time unless legislative or other changes necessitate an earlier review.

7. ASSOCIATED DOCUMENTATION

This policy operates in conjunction with the following documents:

- Attendance at Work: Management Guidance

This policy also supports the Trust's aim of working together for people's health and wellbeing and should be read in association with the following policies and procedures as appropriate:

- Local Anti-Fraud Policy, Bribery and Corruption Policy
- Secondary Employment Policy, Employee Guidance and Management Guidance

8. MONITORING COMPLIANCE WITH THIS POLICY

The HR department monitors absence on a regular basis through monthly reporting which include submissions to the Trust Board through the Integrated Performance Report (IPR).

9. IMPLEMENTATION PLAN

This policy will be communicated via the following mechanisms:-

- Operational Update
- Locality meetings
- Trust intranet