

## **Staff Absence Policy**

The Storyy Group care about the health, wellbeing and attendance of everyone who works for us.

Everyone's contribution helps towards the company's success. So, when someone can't work for any reason, we miss that contribution. This absence policy explains:

- what we expect from managers and employees when handling absence
- how we'll work to reduce levels of absence.

### **Key principles**

1. We don't want anyone to struggle financially because they're unable to work through illness.
2. We want to have a happy and healthy workforce.
3. Regular, punctual attendance is important.
4. We'll support those who have genuine grounds for absence. This support includes:
  - a. 'Special leave' for necessary absences not caused by sickness.
  - b. a flexible approach to taking annual leave.
  - c. access to counsellors where necessary
  - d. rehabilitation support in cases of long-term sickness.
5. We'll take into account any advice given by a doctor on a 'Statement of Fitness for Work'.
6. If needed, we'll bring in an occupational health adviser to help find the best way to improve someone's health and wellbeing.
7. We'll use the disciplinary procedures when someone can't explain their absence, or we don't think the reason is satisfactory.
8. There's a lot of sensitive information regarding sickness. Everything we do will be in line with data protection legislation and the Access to Medical Records Act 1988.

### **Reporting sickness or any absences.**

If you can't work, let your line manager know as soon as possible via a phone call, ideally before 8am on the day of your absence. You'll need to give them:

- an indication of your illness, and
- a likely return date.

If you do not get through via phone, leave a message and management will call you back.

Text messages, emails or WhatsApp messages are not a sufficient way of informing your absence.

### **Managing long term sickness**

Storyy Group staff can self-certify your sickness for the first seven days.

After that you'll need to get a Statement of Fitness for Work ('Fit note') from your doctor.

If you're likely to be off more than four weeks, we'll agree a plan with you for making contact, so we can keep each other updated and agree a phased return in place.

If your doctor says you 'may be fit for work', your doctor should give some details of the level of work they think you're able to do. We'll work with that advice and agree ways of helping you get back to work. For example, we might look at a phased return to work or different duties.

*'We're creating a world where every young person has a brighter future'*

It may be that we can't provide the support you need by making the necessary workplace adjustments, or you may not feel able to return. If so, we'll use the fit note in the same way as if the GP advised you were 'not fit for work'.

### Returning to work

Upon return to work your line manager or Operations Manager will hold a return-to-work meeting with you to manage the following -

- Understand the reason for your absence.
- Be sure that you're really fit to return to work.
- Agree any adjustments to your working conditions.

### Absence management triggers

Sickness will be managed over a 12-month period over a calendar year September-August and will be based on occasions of sickness rather than total days absent.

Triggers	Action
<b>Trigger 1-</b> 3 occasions of sickness	<b>Record of conversation</b>
<b>Trigger 2-</b> 3 further occasions of sickness (6 occasions in total)	<b>Disciplinary sanction</b>
<b>Trigger 3-</b> 3 further occasions (9 occasions in total)	<b>Disciplinary sanction/ Dismissal</b>

Reviewed by Natalie Lee 15/05/2024

Next review – 15/05/2025