

## Attendance/ absence policy guidance

This information applies to standard 3- Attendance Management

Part of this standard requires you to have attendance/ absence policies in place. The guidance suggests making sure all staff know what they should do if they become sick and need to take time off work, (including what happens when they return to work).

A good attendance/ absence policy would include information on:

- The company's procedures for how employees should report that they are going to be absent from work, including method of reporting and timescales.
- At what point the employee needs to obtain a fit note from their GP
- Absences relating to a workplace injury
- Unauthorised absence
- Procedures for when the employee returns to work e.g. self-certification form, return to work interview etc.
- Trigger points in regards to absence
- Procedures for employees who are on long term sick leave such as how the company will keep in touch and what will be put in place for when they return to work e.g. phased return to work.
- Your provisions for health conditions discussed in the Equalities Act.
- Your occupational health /other support service if you have one.

### Example policies and further information and guidance:

Your policy will be unique to your company based on your agreed procedures; however there is an **example policy from ACAS** in the *Managing Attendance and employee turnover booklet* here <https://archive.acas.org.uk/index.aspx?articleid=1183> (pg 36-38).

Note: This sample policy is an example that an employer can adapt or develop to meet its needs. Policies should be tailored for your organisation and there are many other example templates available should you wish to use them.

The ACAS site ([www.acas.org.uk](http://www.acas.org.uk)) in particular an overview of managing absence page may be useful <http://www.acas.org.uk/index.aspx?articleid=1566>

The Health and Safety Executive site contains general guidance on sickness absence <https://www.hse.gov.uk/sicknessabsence/>

The fit for work site <https://fitforwork.org/blog/> also contains some useful information in the blog section and an example policy [https://support.fitforwork.org/app/answers/detail/a\\_id/608/~sample-sickness-absence-policy](https://support.fitforwork.org/app/answers/detail/a_id/608/~/sample-sickness-absence-policy)

The Chartered Institute of Personnel and Development contains general guidance <https://www.cipd.co.uk/knowledge/fundamentals/relations/absence#>

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