

## Staff Attendance Management Policy

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### Background

Yorkshire Endeavour Academy Trust (YEAT) values the contribution of its staff in the delivery and maintenance of quality services to the community. Whilst recognising that employees may be prevented from attending work through ill-health, YEAT has a duty to maintain service delivery and minimise disruption. YEAT is therefore committed to managing attendance and sickness absence and believes that it is the responsibility of YEAT's managers, trade unions and employees to work together to promote the management of sickness absence and ill health. However, YEAT expects employees to make a full commitment to the job for which they are employed.

The wellbeing of YEAT employees is paramount and YEAT is committed to providing appropriate support and encouragement to employees who are ill and to take all reasonable steps to assist them to return to work as soon as possible.

However, the need to balance the interests of the individual employee with the requirements of the service must be understood and when it becomes necessary, discussions will be held with employees concerning their level of attendance, particularly when it reaches a level where it is giving cause for concern and could lead to their job being at risk. Where issues relating to

sickness absence are raised with employees this will be undertaken in a consistent, fair and supportive manner.

The aim of this policy is to provide a framework within which employee and manager can work together in a supportive and co-operative manner to proactively manage and prevent unnecessary sickness absence.

Employees must be aware that all sickness absence has an impact on the services YEAT provides. As an employer, YEAT will ensure that sickness absence records are kept and attendance levels monitored to ensure that employees are appropriately supported whenever they are absent, or upon return to work following absence.

If appropriate, employees must be made aware that absences could have an impact on their incremental progression and current salary. Individual schools may determine to include teachers in this process following school-based consultation on the school's pay policy. Schools may decide to include some or all of the criteria: conduct, capability, attendance, satisfactory appraisal. An increment may be withheld on this basis but increment removal will not apply to teachers and therefore a teacher cannot lose an increment that has already been awarded. Pay review dates will be as stated in the school's pay policy as will the Appeals process.

When the procedure outlined has been followed and the level of attendance has not improved, despite all the support provided, the employee will be informed that their employment is at risk.

In managing attendance before, during and after any period of absence due to sickness, managers should consider if there are any options that could assist the employee in achieving a higher level of attendance. YEAT will aim to consider a wide range of options and managers should consider if these options will work operationally within their local team and record the outcome of the discussion with the employee.

## Scope

This policy applies to all employees of YEAT.

Employees within their probationary period and those on Apprenticeship schemes are excluded from the scope of this policy and their attendance will be managed under the probationary procedure.

## Purpose

- To be consistent and fair in the application of the attendance management policy.
- To provide appropriate support to employees during an absence and when returning to work.
- To prevent where possible sickness absence caused by or as a result of accidents/injuries at work.
- To set and review targets for YEAT, Schools, managers and where appropriate, individual employees to improve attendance.
- To regularly monitor and review action taken by managers within this policy.
- To provide adequate support to managers to manage attendance effectively.

## Exclusions to Attendance Management Policy and Procedure

The following appointments are not classed as sickness for the purposes of the attendance management policy:

- GP appointments
- Dental appointments
- Hospital appointments
- Medically prescribed treatment appointment
- Any form of absence that is not related to the sickness of the employee

Where these prevent attendance at work, evidence of appointments must be seen and approved by managers.

### Leave procedure (see Leave Policy)

It is expected that where possible, the employee will take all reasonable steps to attend the above appointments whilst avoiding disruption to the workplace e.g. in the employees' own time or at the start or end of their working day/shift.

Sickness absence which is as a direct consequence of pregnancy will be recorded as absence but will not be included in calculating absence for the purpose of attendance management procedures or the criteria for incremental progression.

Sickness absence which is a direct consequence of a disability is still recorded as absence, but managers need to consider reasonable adjustments in individual cases.

Absences arising out of an accident, assault, injury or disease whilst undertaking the duties of the post will be recorded as absence and will only be excluded in calculating absence for the purpose of attendance management procedures or the criteria for incremental progression **where YEAT acknowledges liability**. However, all such absences will be subject to investigation in accordance with YEAT's Health and Safety policy.

## Statutory Obligations

This policy recognises the requirements to comply with the following legislation where applicable:

- Equality Act 2010
- Health and Safety at Work Act 1974
- Management of Health and Safety Regulations 1999
- RIDDOR – Reporting of Incidents, Diseases, Dangerous Occurrences Regulations 1995 (as revised 1999)
- Human Rights Act 1998 Employment Rights Act 1996

In application of this policy it is expected that managers (including Headteachers and School Governors) will follow the principles of the above legislation regardless of the reason for absence.

This policy and accompanying procedures are not intended to replace or undermine the provisions contained in any nationally agreed documents.