

Attendance and Absence Policy

This Policy deals with the attendance of staff at work and the arrangements for reporting sickness absence. The Policy includes information on pay during periods of sickness and the arrangements for other forms of absence from work.

Previous Version none

Version 1.1

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Review due: Three years' after adoption

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Appendices

Appendix A Staff Record Card

Appendix B Absence Reporting Form

If any web-links in this document are broken, please contact us at hello@haemophilia.scot and we will seek to correct.

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1. Introduction

We are a Scottish Charitable Incorporated Organisation registered with the Scottish Charity Regulator (OSCR) Charity No. SC044298. Membership of the organisation is open free of charge to all who are interested in supporting the objectives of Haemophilia Scotland relating to those with bleeding disorders and their families. A board of charity trustees of not more than 12 persons is responsible for the governance of the organisation and gives overall direction to its activities. Currently we have 7 trustees. Trustees are unpaid volunteers, and most have direct or indirect experience of bleeding disorders. The Director is responsible to the Board for efficient and cost-effective management of the organisation under the general direction of the board. We operate from a small office at the Eric Liddell Centre, 15 Morningside Road, Edinburgh EH10 4DP.

Haemophilia Scotland aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, our community have a positive and enjoyable experience of the charity and our activities.

2. Our Staff

We are a small organisation employing two staff directly at the date this Policy was adopted. We value the contribution which staff make to achieving our objectives and we aim to:

- Create an environment, in which all are valued, have their rights respected and are treated as individuals.
- Ensure that all are empowered to express their ideas and views on a wide range of issues and have access to our complaints procedure.
- Respect and value the diversity of all and treat everyone in an equitable and fair manner.
- Adopt the safest possible practices to minimise the possibility of harm.
- Require all members, volunteers, staff and trustees to respect each other's confidentiality and adhere to the [Confidentiality policy](#), [Privacy policy and Safeguarding Policy](#).
- Require compliance with our [Equality and Diversity Policy](#).

3. Staff Working Arrangements

We aim to adopt flexible working arrangements for our staff, providing the opportunity for flexible working hours, time off in lieu (TOIL) of time worked outside normal hours and the opportunity to work as agreed with individual's line manager between office-based and home-based working. Paid Annual leave and bank and public holidays are granted as set out

in individuals' contracts of employment. This normally amounts to 25 days annual leave and eight days bank and public holidays (pro-rata for part-time staff).

Staff should self-record their attendance and absence from work on their staff record card held on the shared drive. These should be updated weekly. (Example at Appendix A).

4. Absence due to Sickness

If staff are unable to work due to sickness or injury, they must inform their line manager or the Vice Chair of the Board of trustees, or Chair of the Board of trustees by telephone (not text) no later than 10.00 am on the first day of absence. Staff should state the reason for the absence and its likely duration. Other than in exceptional circumstances, notification should be made personally to your line manager. Contact with others applies where the line manager is not contactable. If a staff member remains absent, they should keep in regular contact with their line manager.

If a sickness absence lasts for seven consecutive days or more a doctor's fit note certificate must be provided to your line manager. Absences of fewer than seven consecutive days are to be self-certified immediately on your return to work using the form at Appendix B.

On return from sickness absence an employee should be interviewed in a supportive way by the line manager to confirm the reasons for absence and whether any measures could be taken to avoid future absence of a similar nature. This discussion should be formally recorded and kept confidentially by the line manager on the individual's personal file, with a copy provided to the employee.

5. Pay during Sickness Absence

Statutory Sick Pay (SSP)

If staff are off sick and adhere to the notification and certification process at 4. above, there will normally be an entitlement to statutory sick pay (SSP) for up to 28 days from the fourth day of absence, subject to the scheme rules i.e.,

- you must be [classed as an employee](#) and have done some work for your employer
- earn an average of at least £123 per week (average over 12 weeks)
- have been ill for at least 4 days in a row (including non-working days) unless the employee has been off sick and getting SSP within the last 8 weeks. In these cases SSP is payable from day one.

Statutory Sick pay is paid by the employer via Payroll and then claimed back from the Government. For more information see the Government website ¹.

¹ <https://www.gov.uk/statutory-sick-pay/what-youll-get> (correct at April 2022).

Occupational Sick Pay Scheme

In addition to Statutory Sick Pay, Haemophilia Scotland has adopted an occupational or contractual sick pay scheme.

To receive payment under this scheme you must:

- be classed as an employee and have 3 months' continuous employment with Haemophilia Scotland.
- have been ill and absent from work due to illness for at least 4 days in a row (including non-working days).

Sick pay after the 3rd month of continuous employment will be as follows:

Between month 4 and month 12, an entitlement to full pay for one month.

Between month 13 and month 24, an entitlement to full pay for one month and half pay for one month.

For employees who have worked for more than 24 months, there will be an annual entitlement of 1 month's full pay and one month's half pay.

There will be deducted from Occupational Sick Pay any sums paid as Statutory Sick Pay.

Where an employee has been absent due to illness of more than a month, it is a condition of receipt of Occupational Sick Pay that the employee will accept a referral to an Occupational Health Specialist for assessment of his/her medical condition and an assessment of any reasonable adjustments required to enable the employee to return to work.

In the case of long-term conditions, the Trustee Chair and Vice Chair may at their discretion authorise additional payments over and above the payments in the occupational sickness pay scheme if there is prospect of the employee returning to work after a further period of recovery.

6. Termination of Employment due to ill health

Where an illness interferes with an employee's ability to meet the terms of their contract of employment, we should always endeavour to make reasonable adjustments to enable the employee to return to work. Where this is not possible, careful consideration needs to be given as to whether the individual's inability to meet work requirements may be grounds for dismissal. This is not an option that should be considered lightly. Where dismissal is contemplated, the decision to terminate employment must be made by the Trust Board.

7. Special/Compassionate Leave

At the discretion of an employee's line manager, employees may be granted special or compassionate paid or unpaid leave of absence in the following circumstances:

- Bereavement following the loss of a mother, father, sibling, spouse, or partner
- Breakdown of a committed relationship
- Where you are the sole carer of a close relative
- Childcare arrangements
- Domestic emergencies, including broken boiler, loss of power supply, flooding or burglary, but only to deal with the immediate aftermath.

Absence granted must be reasonable in the individual circumstances presented and consistent with how other staff have been treated.

8. Other Paid Leave

Employees may be eligible to take periods of paid/unpaid leave, under the following statutory provisions:

- statutory maternity leave
- statutory paternity leave
- statutory adoption leave
- shared parental leave

Employees should consult their line manager about their entitlement as circumstances arise.

9. Review

This policy will be reviewed every third year, with any amendment to be agreed by Trustees.

Haemophilia Scotland

Sickness absence notification form

Appendix B

This form is to be used to record all notifications of sickness absence.

Section 1 – Sickness absence details

Employee name		
First day of absence		
When Absence Reported	Date	Time
Expected length of illness (if known)		
Nature of illness		
Was absence due to an accident at work? If so, give details and complete accident form and review if remedial action required.		
Dates when employee made contact with line manager during absence		
Actual date of return		
If absence more than 7 days, has a fit note been received?	Yes/No If no one must be obtained.	
	Note date when received.	
Employee to complete SSP claim form for absence of 4 days or more¹. Form to be submitted to Payroll via Treasurer for processing	Completed (date) Submitted to Payroll via Treasurer (date)	

¹ Copy available under shared drive under employee policies and procedures.

