

## Purpose

1. This policy applies to all Bridge employees and covers standard hours of attendance, and the main types of absence and how they are managed within The Bridge. The procedure does not apply to unauthorised absence, or if the whereabouts of the employee is unknown.

## Working Time Regulations

2. Subject to individual "opt out" arrangements, the Working Time Regulations place a number of limitations on the hours an employee may be required to work. In particular, the average weekly working time must not exceed 48 hours over a standard 17-week rolling period. Individuals may, however, voluntarily opt to work beyond the 48-hour limit.

## Managing Attendance

3. The standard times of attendance of Bridge employees may vary, depending on the contracted hours, and the Line Manager/Director should identify the work patterns that best suit the needs of the Bridge and individuals.

4. All Bridge employees should record their weekly attendance in accordance with the charities procedures. (Timesheets are handed in regularly and signed by line managers) all records are kept on a centralised system within the Bridge office.

5. The Line Manager keeps attendance under review and ensures that it is satisfactory. If levels of absence are considered to be unsatisfactory, during school term time, the Line Manager initiates the procedure for restoring efficiency.

## Annual leave

6. Employees wishing to take leave must first seek the approval of their Line Manager, for whom they are working. It is normal practice for Bridge employees that any annual leave must be taken out of school term time. A record should be kept of annual leave using an agreed appropriate recording system.

7. Excluding sick leave, all absences/leave applications require the prior approval of the Line Manager/Director.

## Sick leave

8. It is the responsibility of each employee to notify the Line Manager (or other appropriate manager) as soon as possible if they are unable to attend work when expected – **ideally at least one hour before the working day should commence**. Employees should give details of the nature of the sickness or injury, and any indication of the anticipated length of absence. However, in some cases employees may have genuine difficulties in making contact eg because they live alone or have been taken to hospital. In these cases the Line Manager should take all reasonable steps to try to contact them. The Project Administrator ensures that all sick absence is recorded.

9. For any period of incapacity due to sickness or injury which lasts for 7 consecutive days (to include weekends and bank holidays) or more, you are required, at your own expense, to provide a doctor's certificate stating the reason for absence. Further certificates must be obtained if the absence continues for longer than the period of the original certificate.

10. For a period of absence for sickness or injury of less than 7 consecutive days during school term time (to include weekends & bank holidays) the employee must complete a Self Certification Form [available at the Bridge office] immediately on return to work.

11. The Line Manager interviews employees returning from a period of sick absence to establish:

- the cause of the absence;
- that they are fit to resume work;
- that there are no underlying problems.

## Sick Leave Payment

12. You will be entitled to the following periods of sick leave payment, followed by payments of Statutory Sick Pay (SSP) at whatever level mandated at the time.

In order to qualify for sick pay, employees are to provide evidence of sickness or injury and the cause throughout the period of absence. The Line Manager does not give approval for paid sick leave if evidence is not provided.

<b>Length of Continuous Service</b>	<b>Entitlement (in any calendar year)</b>
Not exceeding 6 months	1 week full pay
Over 6 months but not exceeding 1 year	2 weeks full pay, 1 week half pay
Over 1 year but not exceeding 5 years	1 month full pay, 2 weeks half pay
Over 5 years	1 month full pay, 1 month half pay

- a. Sick pay entitlement is based on service completed as at the first day of sickness. When determining payment for sickness, account is taken of all periods of sickness during the preceding 12 months as at the first day of sickness.
- b. If you receive Statutory Sick Pay (SSP) or are in receipt of any other allowances or benefits, these will be offset against any entitlement to full pay.
- c. Payment at half salary will be reduced as necessary to ensure that the combined payments from the Charity together with any Statutory Sick Pay do not exceed full salary.

- d. All previous paid absences through sickness or accident during the twelve month period prior to commencement of the current absence will be deducted from the entitlement.
- e. These guidelines may be overridden in exceptional circumstances, only with prior approval of the Bridge Trustees.

## **Uncertified Absence**

13. If you do not complete a self-certification form or submit current medical certificates the organisation will treat the absence as unpaid.

## **Records**

14. Records of sick absence are retained on the individual's personal file as follows:

- self certified sick certificates for 3 tax years;
- doctor's medical certificates for 5 tax years.

## **Maternity and Paternity Leave**

15. The Bridge will follow normal government guidelines for these forms of leave.

**Date: June 2015**

**Review Date: June 2016**