



Staff Absence Policy

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Illuminate AP Staff Absence Policy

At **Illuminate AP**, we value the health, wellbeing, and attendance of all our employees. Every individual's contribution is vital to our overall success, and when someone is absent, their contribution is missed. This absence policy outlines:

- What is expected from both managers and employees when handling absences.
- How we aim to reduce levels of absence while supporting staff health and wellbeing.

Key Principles

- We understand that financial security is important, and no one should experience financial difficulties due to illness-related absences.
- Our goal is to maintain a happy, healthy, and engaged workforce.
- Regular and punctual attendance is essential for maintaining the high standards of service we strive for at **Illuminate AP**.
- We provide support to employees with genuine reasons for absence, which includes:
 - **Special Leave**: for necessary absences not related to sickness.
 - A flexible approach to **annual leave**.
 - Access to **counselling services** if required.
 - **Rehabilitation support** for long-term sickness.
- We will consider any advice given by a doctor in a **Statement of Fitness for Work** (Fit note).
- If necessary, we will bring in an **occupational health adviser** to help support employee health and wellbeing.
- The **disciplinary procedures** will be used in cases where the absence is unexplained, or the reason provided is not satisfactory.
- We respect the sensitive nature of health-related information and will adhere to **data protection laws** and the **Access to Medical Records Act 1988**.

Reporting Sickness or Absence

If you are unable to work due to illness or other reasons, inform your line manager as soon as possible, ideally before **8am on the day of absence**, via a **phone call**. Rebecca Freeman 07985 406615. Please Provide

- An indication of the reason for your absence.
- A likely return date, if possible.

If your manager is unavailable, leave a message, and they will return your call.

Text messages, emails, or WhatsApp messages are not acceptable ways to report absence.

Managing Long-Term Sickness

Illuminate AP employees can self-certify their sickness for the first **seven days**. After that, a **Statement of Fitness for Work (Fit note)** from your doctor is required.

If you anticipate being off work for **more than four weeks**, we will develop a plan to maintain regular contact, ensuring we stay updated on your progress. This will also allow us to agree on a **phased return to work** or other necessary adjustments.

If your doctor advises that you **may be fit for work**, they will provide guidance on the type of work you can handle. We will use this advice to explore how we can help facilitate your return. This might include:

- A **phased return to work**.
- Adjusting your **duties** to suit your current capabilities.

If, however, we are unable to make the required adjustments to support your return, or if you feel unable to return, we will handle your absence based on the guidance provided in your Fit note.

Returning to Work

Once you are ready to return to work, your **Line Manager** or **Operations Manager** will schedule a **return-to-work meeting**. This meeting will:

- Clarify the reason for your absence.
- Ensure you are genuinely fit to resume work.
- Discuss and agree on any necessary **adjustments** to your working conditions.

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

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