



Absence from Work Policy

Policy Statement

This policy demonstrates Play Inclusion Project's commitment to promoting the health and well-being of all employees and volunteers. The primary objective of this policy is to support and effectively manage absence caused by ill-health or injury which renders an individual unfit to work.

Sickness and Injury

Notification Of Absence

If you are absent from work without prior authorisation, you or someone on your behalf should notify your Manager, by phone before 9.00am on the first day of absence. Area Managers must contact the CEO, Group Supervisors and Support Workers should contact their Area Manager.

Text messages, WhatsApp messages and emails are not acceptable.

Any unauthorised absence must be properly explained in that first contact and, if the absence continues, you must keep us fully informed. This applies to both short and long-term situations and you will be expected to contact us on a daily basis during the first week and weekly thereafter.

Period of absence

If your sickness is for more than seven calendar days then you must provide the Company with a medical certificate from your doctor or other authorised healthcare professional. You must continue to provide medical certificates to cover the whole of the absence period. Please note that the Company will review the attendance levels of all employees on a regular basis. In deciding whether to take further action in respect of sickness absence, the evidence of a medical certificate may not be sufficient and the Company may seek alternative medical information.

Statutory Sick Pay (SSP)

Play Inclusion Project is responsible for paying SSP to you if you are eligible. The maximum period for which SSP is payable is 28 weeks in one period of sickness absence and is paid at a rate specified by law. As with other earnings, SSP is subject to the deduction of income tax and all other normal deductions. We will inform you if you are not eligible for SSP. SSP is paid in respect of qualifying days on which you are unable to work through sickness. Qualifying days are those days on which you

would normally work. Generally, SSP is not payable for the first three qualifying days of sickness which are known as “waiting days”, but this may not always be the case if you are absent on more than one occasion within a short period of time. SSP is only paid when the period of sickness is four or more consecutive days

Returning from absence

Employees returning to work after being off sick for two weeks or more will have a return-to-work interview. The reason for return-to-work interviews include:

1. Making sure the employee is fit to work and agreeing any measures that are necessary to facilitate their return to work.
2. Confirming submission of relevant certificates
3. Bringing the employee up to date with anything that has happened in their absence
4. Addressing any other concerns regarding the employee’s absence record or return to work.

Appointments

If an employee needs to be absent from work to keep a medical, dental or other essential appointment, prior permission should always be obtained from Management. Payment for absences of this nature will be at the discretion of Play Inclusion Project. Employees must try to arrange such appointments outside normal working hours wherever possible and any regular appointments that have to be made during working hours must be supported by an appointment card. Any such absences from the workplace should be minimal.

Parental Leave

Parents are entitled, on completion of one year’s service with the Company, to take unpaid parental leave. The right applies to mothers and fathers and to a person who has legal parental responsibility. Parents who already have at least one year’s service are able to start taking parental leave when the child is born or adopted and the remainder are able to start taking parental leave as soon as they have completed one year’s service.

Parents are entitled to 18 weeks’ leave for each child, to be taken before the child reaches age 18. Parents must give 21 days’ written notice to take parental leave and it must be taken in blocks or multiples of one week (part weeks, including single days or part days, count as whole weeks) up to a maximum of four weeks in any one year. Parents of disabled children for whom a disability living allowance is awarded have the additional flexibility to take leave in days without them being counted as whole weeks, although part days count as full days. Leave can be postponed by the

Company for up to six months where the business cannot cope, except when a father gives the above advance notice to take leave immediately after the date when the child is born or when the partner of a primary adopter gives the above advance notice to take leave immediately after the date when the child is placed for adoption

Jury Service and Attendance at Court as a Witness

Employees called for jury service or as a court witness, will be granted unpaid leave of absence and should claim for loss of earnings from the court. The employee will normally be given a form from the court asking for confirmation of your normal salary, which should be completed by Play Inclusion Project.

Public Duties

Play Inclusion Project will allow reasonable time off without pay for designated public duties, such as a Justice of the Peace.

Unauthorised Absence

An absence will be deemed unauthorised if an employee is absent from work without prior authorisation and for a reason other than those outlined above.

In the case of Support Workers an absence will be classed as unauthorised if, following confirmation of your working days, you are absent for a reason other than those outlined above.

Managing Long-term or Persistent Absence

Where Play Inclusion Project has concerns regarding long-term absence or the frequency of short-term absences, the employee will be required to attend a meeting. The meeting will provide understanding of:

- The reason for the employee's absence
- The likelihood of re-occurrence
- Measures that can be taken to improve health and/or attendance

In the event of a meeting being called, employees will be given one weeks written notice of the date, time, venue and reason for the meeting.

Medical Examinations

Before taking action, the CEO may require medical evidence. It is possible that you may be asked to be medically examined by a doctor, occupational health

professional or other specialist we have chosen. In such an event, any costs incurred will be covered by Play Inclusion Project.

The CEO may wish to discuss the findings of any medical examinations or reports with the specialist or Citation (our Health and Safety advisors). If this is the case, Play Inclusion Project will ask for the employee's consent for the contents to be shared as well as permission to proceed with any necessary discussions.

All medical reports/certificates will be kept confidential, stored in the CEO's office and held in accordance with Play Inclusion Project's Data Protection Policy.

Disciplinary Action

If the CEO or Area Manager suspects an employee is abusing their sick leave or has continuous unauthorised absences that has not been rectified by a meeting, disciplinary action may be taken that goes up to and including termination.