

Maximising Attendance Policy

Version Number	2
Revision Date	31 August 2022
Department	Business Support & Transformation
Author	Head of HR and OD
Reason for Policy Creation/Revision	Legislation change and updated policy
Data Protection	This policy complies with our Data Protection Policy & Procedures.
Equalities	This policy ensures that we have equal protection in place for employees.
Sustainability	N/A
Proof Read By	Human Resource Business Partner
Date Approved	31 August 2022
Approved By	People Committee/SMT
Next Review Due	3 years after approval or should any legislation change
Audience – Training and Awareness Approach	Manager training will be required to support awareness and effective use of the policy
Effective Date	8 July 2022
Internal References – Policies & Procedures (Located on The Hub)	<ul style="list-style-type: none"> • Maximising Attendance Procedure • Maximising Attendance Management Guidance • Disciplinary Policy and Procedure • Stress Policy and Procedure • Alcohol and Substance Misuse Policy and Procedure
External References	ACAS Code of conduct Gov.uk

MAXIMISING ATTENDANCE POLICY

1. Policy Purpose

Hanover (Scotland) Housing Association is committed to maximising the wellbeing and attendance of all its employees. However, we understand that it may not always be possible for you to attend work due to feeling unwell.

We also appreciate that your continued commitment to being present at work is pivotal to the Association meeting its objectives. As a result, this policy and procedure aim to provide a compassionate yet fair approach to sickness absence management in a bid to support you whilst meeting the needs of the business.

In aid of this policy's objective, the policy and procedures contained herein are intended to reflect statutory requirements, including guidance from the ACAS Code of Practice on attendance matters.

2. Policy Scope, Explanations or Requirements

Our collaborative culture at Hanover (Scotland), as demonstrated through our organisational values, ensures that we are willing to support each other regardless of the situation. This extends to the periods of time when you or your colleague are absent from work and we are required to cover for each other.

The policy serves as a clear guideline for you to understand what procedure you are required to follow in the event of being absent from work. It also provides you with an overview of what you can expect to happen should your attendance at work become a concern.

As a consequence of the above, this policy applies to all employees while they remain under the Association's employment and the term 'employee' will cover all workers who are either employed or engaged to undertake work for the Association.

3. Definition

Sickness absence can be defined as an incapacity to carry out the duties and responsibilities which the employee is contractually obliged to do because of their illness or accident and resulting incapacity to work.

Maximising attendance on the other hand, is about the ways in which we as your employer can fully support you by having policies, procedures and support mechanisms in place to enable you to attend work.

4. Responsibilities

Employee - as an employee, you have a responsibility to look after your own health and wellbeing and, as far as possible, minimise absence from work. We ask that you attend work at the times required and maintain a good attendance record. You

MAXIMISING ATTENDANCE POLICY

are also required to know your responsibilities if you are absent from work due to ill health and to follow the absence procedures throughout any absence.

Line Managers - Line managers have a responsibility to ensure that appropriate recording and reporting procedures are followed by their team, to monitor the absence levels of their team, to maintain contact with employees absent from work and carry out return-to-work discussions. Line managers also have a responsibility to consider information provided by the employee or medical professional in order to support employees.

Human Resources - The HR department will fully support line managers to manage absence within their teams' by providing the relevant monitoring tools via an absence dashboard on our HR system. HR will also provide guidance and advice around managing absence as well as delivering absence management training, when necessary.

5. Association Sick Pay

When you are absent from work due to sickness, you may be eligible to receive Statutory Sick Pay (SSP) and Association Sick Pay (ASP), providing you meet the relevant criteria. Statutory Sick Pay is the legal minimum you must be paid if you are off sick from work. Further information can be found on www.gov.uk/statutory-sick-pay. Association Sick Pay is a contractual enhanced entitlement that the association pays it's employees who are unable to work due to sickness.

The allowance is in accordance with the employees length of service, as follows:

Service at Commencement of Absence	Payment	Payment
During probation i.e. a period of 6 months (or 9 months if the period is extended) from the date of commencement of employment.	Employers' Statutory Sick Pay, except for the first 3 days of sickness.	Employers' Statutory Sick Pay, except for the first 3 days of sickness.
<i>Thereafter the following payments apply</i>	<i>Full Sickness Allowance</i>	<i>Half Sickness Allowance</i>
After 6 or 9 months but less than 1 year	2 weeks	2 weeks
1 year but less than 2 years	9 weeks	9 weeks
2 years but less than 3 years	18 weeks	18 weeks
3 years but less than 5 years	22 weeks	22 weeks
5 years and over	26 weeks	26 weeks

6. Monitoring & Evaluation

This procedure does not constitute contractual terms and conditions. The Association reserves the right to amend any provision of this procedure subsequent to appropriate consultation.

7. Review

Hanover (Scotland) Housing Association undertakes to review this policy regularly, at least every three years, with regard to:

- Applicable legislation, rules, regulations and guidance
- Changes in the organisation
- Continued best practice

8. Related Policies and Procedures

- Maximising Attendance Procedure
- Maximising Attendance Management Guidance
- Disciplinary Policy and Procedure
- Stress Policy and Procedure
- Alcohol and Substance Misuse Policy and Procedure