

Attendance/Absence Policy

At the A1 Group we believe that our employees are our most important asset. It is our employees who provide excellent service to our customers, helping us to become a leader in the hire industry and therefore employee attendance at work is vital to the success of the A1 Group.

We want to be as supportive and as understanding as possible of employees who have genuine, reasonable and unavoidable absence. Each case of non-attendance will be treated on its own merits, within a policy framework that provides a consistent, fair and professional approach across the business.

Purpose

It is the direct responsibility of managers to manage attendance. Managers need to make reasoned judgements using the information available to decide whether individual instances of absence are genuine, reasonable and unavoidable.

The process within this handbook is designed to help you make these decisions. It primarily relates to absence due to sickness, but also contains information about other types of absence, for your information.

Sick Payment

The length of time we will pay an employee's salary while they are absent is based on their service. In nearly all cases of absence we will pay an individual their full entitlement. However, there may be instances where we would want to stop pay before the end of the entitlement period. The decision will be based on the circumstances of each individual case.

NOTE: During the first 3 months of service, an employee is not entitled to sick pay other than Statutory Sick Pay (SSP).

If an employee has completed 3 months service and is unable to work by reason of genuine illness or injury, the Company will, for a period of up to 4 weeks, maintain their salary, inclusive of SSP at its normal level. In cases where the company considers it has good reason to doubt the genuine nature of such absence, payment may be reduced or withheld. Payments are conditional on notification requirements.

After 1 years' service, the Company will, for a period of up to 8 weeks, maintain an individual's salary, inclusive of SSP at its normal level. An employee may only claim sick pay for a total of 8 weeks in any rolling 52 week period. If the employee is sick for more than 8 weeks in any rolling 52 week period no sick pay will be paid. Further payments will be at the discretion of the Finance Director. In cases where the company considers it has good reason to doubt the genuine nature of such absence, payment may be reduced or withheld.

Payments are conditional on notification requirements.



Employee Taken Ill Whilst on Holiday

If an employee is absent from work due to holiday and is taken ill they should report their sickness in the normal way. In these circumstances, holiday entitlement may be credited if the manager decides the absence is reasonable, genuine and unavoidable, taking into account any sickness over 7 days will require a Fit for Work note.

Types of Absence

Absence due to illness is not the only form of absence and below is a list of different types of absence.

Acute Illness (*Cold, Flu, Broken Limb, Heart Attack*).

Diagnosis - Prognosis - Return to work or Convalescence.

Chronic Illness (*Degenerated Back, M.E., HIV, Stroke, Heart Attack*).

Action = Incapacity to perform role - job change or leave (*potential Disability Discrimination seek Legal advice*).

Illness is not the only reason for absence, below is a list of other causes:

AWOL (*Failure to notify of absence*).

Action = Misconduct - Discipline.

Unknown (*Not illness related i.e. compassionate or care of sick child*).

Action = Retrospective Days holiday or Unpaid Leave in line with other policies (*seek guidance*).