

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

All A1 Group employees are NOT entitled to Company sick pay. We may pay Statutory Sick pay (SSP) for up to 28 weeks. SSP is paid when the employee is sick for at least 4 days in a row (including non-working days). We will start paying SSP from the fourth 'qualifying day' (day an employee is normally required to work). The first 3 qualifying days are called 'waiting days'.

Please be aware if an employee does not clock in or out on a scheduled day of work and has not previously completed a holiday request form or followed the A1 absence reporting procedure and notified the office they are absent from work due to sickness, then they will be recorded as absent without authorisation and this will be classified as "unpaid leave" or the day may be paid but will be deducted from an employee's holiday allowance – this must be authorised by the Office Manager.

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*).

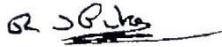
Action = Misconduct - Discipline.

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*).

The Company will make all employees aware of this Policy.

Signed:



Date: 1/1/24

Russell Pike - **Managing Director A1 Group**

Next Review date the policy will be reviewed at fortnightly intervals until January 2025