



# **PERSONAL ABSENCE POLICY**

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JRH Support employees have a duty to attend work when scheduled to do so unless authorisation has been given for your absence. If, for any reason you are not able to attend work as a result of unforeseen circumstances, you must follow the same procedure as for sickness leave and either inform the property you work at (supported living) or the office (community support) as soon as possible.

### **Emergency time off to look after dependents**

You may take reasonable time off work to deal with emergencies involving your dependents. This does not cover general home issues like wanting time off to deal with a problem with your boiler. We define a dependent as your spouse, civil partner, child (including adopted children), or a parent. Also included are other people who live in your household or anyone else who relies on you — for example, an elderly family member.

We always consider the circumstances of each case to allow for some flexibility, but the time you take off must be both reasonable and necessary for you to deal with something immediately and/or respond to an emergency. Normally this means hours, or a maximum of one or two days, and this type of leave is not designed to provide care over the longer term.

We do not pay you when you take time off for dependants.

### **Other family related absences**

We cover all other types of time off for family-related activities – including maternity, paternity, parental and adoption leave in separate policies and in the Employee Handbook.

### **Absence when annual leave has been refused**

Where an annual leave request has been refused and you are subsequently absent on that day, we will carry out an investigation to confirm the reason for absence and that the reason provided is genuine. This investigation may require you to provide evidence for your absence, including evidence of holiday bookings, flight delays etc.

Where an absence is unauthorised or there is a reasonable belief that the reason given for absence is not genuine, disciplinary action will be taken under our disciplinary procedure. Disciplinary action could result in a formal disciplinary sanction up to, and including, summary dismissal.

### **Lateness**

You will not be paid if any working time is lost due to lateness or unauthorised absence. Persistent lateness will be dealt with under our disciplinary procedure.

You should be present and ready to start work in line with your contractual working hours. You must also remain in the workplace and continue to work until you have completed your contractual working hours.

You should liaise with your line manager if you need to leave early or arrive late.

### **Personal Absence Review Meetings**

A Personal Absence Review Meeting will be triggered following 3 separate occasions of personal absence in a 12 month period.

There are a range of possible outcomes of a Personal Absence Review Meeting including:

- Support and signposting
- Target setting
- Issuing a warning

When preparing for a Personal Absence Review Meeting managers should identify any patterns, look at common reasons for absence or possible underlying reasons for absence and in cases where it is known the employee has a disability, managers should take advice from Peninsula HR.

During the meeting the manager should complete the Personal Absence Review form on Mobizio to explore and offer appropriate support, provide an opportunity for the employee to offer their views and comments, identify any possible causes, and offer support /signpost to support services where necessary, review working hours, decide if any formal warnings should be issued, establish targets for attendance if appropriate and set a review date.

**Paul Battershall**  
**General Manager**