



ABSENCE POLICY

Cleaning Scotland Ltd and Cleaning England aim to secure the attendance of all employees throughout the working week. It recognises, however, that a certain level of absence may be necessary due to sickness. It is the organisation's policy to offer security of employment during such periods, subject to operational requirements and the conditions below.

PROCEDURE

Notification and Certification

If the employee is unable to attend work because of sickness, injury or incapacity, he or she must notify his or her line manager as early as possible and ideally within four or five hours of his/her normal starting time on the first day of absence, indicating if possible when he or she expects to return to work.

The employee is required to complete the company's Sickness self-certification form (which can be obtained from an area manager or the office) for the first seven calendar days of all sickness absences and give it to his or her line manager. This form can be completed on the employee's return to work if his or her absence lasts less than seven calendar days.

If the employee is absent by the eighth day (including Saturday and Sunday), he or she must send a medical certificate to his or her line manager. Subsequent periods of absence must be covered by current medical certificates. The employee should also keep in touch with his or her line manager regarding his or her condition and likely return-to-work date.

If the employee does not follow this procedure, he or she may face disciplinary action. Furthermore, the employee's company sick pay if applicable and statutory sick pay (SSP) may be withheld.

Please note that anyone who is absent without good reason on two occasions within a four week period may face disciplinary action.

Return to Work

Requests for temporary adjustments to the employee's working conditions – eg to his or her hours of work or duties – will be considered by the organisation wherever possible and if organisational circumstances permit. In the case of extended periods of absence, the organisation may require that the employee's fitness to return is confirmed by a medical practitioner of the organisation's choice (see below).

Medical Examination

The organisation reserves the right to require the employee to be examined by a practitioner of its choice in order to seek a medical opinion. (A refusal to be examined may lead the organisation to take disciplinary action against the employee, up to and including dismissal. In a final absence of professional medical advice, the organisation will have to take what little information it has as the only information it can act upon.)

Access to Medical Reports

In order to gain as much information about the employee's medical condition as possible, the organisation may also request his or her permission to contact his or her GP and ask for a medical report on the employee's condition. The employee may ask to see this report.

Extended Absences

Naturally, the organisation will be sympathetic when an employee is ill – but the employee should appreciate that if he or she is persistently off work through ill-health or long-term injury or incapacity, it will not be possible for the situation to continue indefinitely, and his or her employment may be reviewed or terminated.

Where a return to work does prove possible, the organisation may require that the employee's fitness to return is confirmed by a practitioner of the organisation's choice.

Meetings/Home Visits

During any absence it is important that the employee keeps in constant touch so that his or her manager is kept fully informed of the employee's state of health and likely return-to-work date. The employee may therefore be periodically asked to attend meetings with his or her manager on work premises, for the purpose of providing information and facilitating an effective return to work.

If the employee is too unwell or physically unable to attend the office, the organisation reserves the right to visit him or her at home.

Disability

If the employee has or contracts a condition that means he or she might be considered disabled within the meaning of the Disability Discrimination Act 1995 (DDA), the organisation will consider making reasonable adjustments to his or her job to accommodate his or her short-term or long-term requirements. The employee will be fully consulted at all times. If reasonable adjustments or alternative employment prove not to be viable options, and there is no likelihood of a return to work in the near future, a decision to dismiss may be the inevitable outcome.



Dismissal/the right to appeal

In the event of a dismissal, the reason for the dismissal and the circumstances leading up to that decision will be documented in writing to the employee. The employee may appeal against his or her dismissal by writing – within seven working days of his or her receipt of the dismissal letter – to a director of the organisation, stating the grounds on which he or she wishes to appeal. The appeal will be heard in accordance with the organisation's disciplinary appeals procedure.

Payment Arrangements

Entitlement to SSP is as stated in each individual contract.

Miscellaneous

Return of the organisation's equipment (during sickness and on termination)

The employee will appreciate that if he or she is provided with the organisation's equipment – such as company cars, mobile phones and laptops – to enable him or her to carry out job duties. If the employee is off sick for an extended period of time – eg one month or more – the organisation may require him or her to return all such organisational equipment until he or she is well enough to return to work.

Bereavement Leave

The organisations understand that grief impacts on the emotional, physical, spiritual and psychological wellbeing of the person who is bereaved and as a result, employees may need to take time off unexpectedly.

The organisations adhere to section 57 (A) of the Employment Rights Act 1999 which gives a “day one” right for an employee to have reasonable time off work to deal with an emergency such as a bereavement involving a dependent. Specifically this applies to your spouse, partner, parent or child. The company does not have to pay an employee for this time away from work Cleaning Scotland Ltd and Cleaning England will pay an employee whose dependent as previously described fits into the category above, two days.

This policy has been approved by Managing Director - Chris Tobin