

CONTROLLING ABSENCE POLICY & PROCEDURE (including SICK LEAVE POLICY)

Companies recognize that from time to time staff may require to be absent from their place of work due to illness. The length of time lost by employees through illness must however be monitored to ensure that each member of staff is able to do their job, effectively and without putting themselves or others at risk.

PURPOSE: To have a policy that will clearly define the processes to be followed when staff are absent from work due to illness. To implement a Return to Work procedure and Counselling, with the aim of controlling absence.

WHAT THE CONTROLLING ABSENCE POLICY & PROCEDURE INCLUDES: -

- A comprehensive policy on the steps involved in the process of Controlling Absence.
- A detailed Sick Leave policy.
- A step-by-step Procedure on the Return to Work interview process and on the counselling processes.
- A Return to Work Interview form and Counselling forms.
- Sick Leave record spreadsheet.

PLEASE NOTE:

When a procedure is about to be introduced to employees, they will need to be **TRAINED** on the relevant procedure and then it can be implemented.

An electronic **TRAINING REGISTER** will be provided and employees can either do self-training or receive training in a group, but all must sign the training register.