



## **LEAVE AND ABSENCE POLICY AND PROCEDURES**

### **1 STATEMENT AND SCOPE**

**1.1** The College recognises that there are occasions when employees are absent from work for a variety of legitimate reasons and has a series of procedures for managing these absences in accordance with good practice and UK legislation.

**1.2** Absence from work may occur for a wide variety of reasons including personal illness or injury, compassionate grounds, jury service or for other reasons. Some types of absences are covered by statutory provision, whilst others form an integral part of the employee's conditions of service. In most other cases requests should be considered on an individual basis in accordance with the College's Leave and Absence policy. Statutory obligations include:

Time off for trade union duties.

Time off with pay for safety representatives, appointed/elected by recognised trade unions, both to carry out safety functions and to undergo relevant training.

Paid annual leave.

**1.3** In all cases, absence from work should be approved by the line manager. In cases where absence is planned (e.g. holidays, jury service, sabbaticals) this approval should be obtained well in advance. In cases where absence is unplanned (e.g. compassionate/emergency family leave, sickness etc) the employee should notify their line manager as soon as possible of the circumstances, why they need to take leave and their likely date of return to work.

### **2 ANNUAL LEAVE**





**10 RESERVE FORCES**

**10.1** Employees in the Reserved Forces who are required to partake in annual training are able to take up to two weeks leave, one paid and one unpaid, to enable them to attend.

**10.2** Employees must notify their line manager

- Conduct Return to Work Interviews (RTWI) for all absences using the [RTWI](#) form, found on the Human Resources website;
- Refer an employee to Occupational Health (OH) when any of the following have occurred,
  - A Bradford Trigger point has been hit
  - They have been on long-term sickness (one absence of 20 days or more)
    - OH recommends early intervention when someone is absent due to mental health issues, so refer after only 2 weeks
- The manager must explain to the employee why they have been referred
  - Act on any reasonable adjustment recommendations that OH subsequently make unless there are strong business reasons why you believe you cannot.

## **12.5 Employee responsibilities**

It is the responsibility of all employees to:

Comply with local sickness reporting procedures.

Be clear who your line manager is, or who you are required to report absences to.

Maintain reasonable contact with your line manager during periods of absence.

- Due to workload planning and other considerations, your line manager has a right to know when you will be back at work. Therefore,

Any abuse of this policy may lead to disciplinary action.

**12.7**

If an employee is ill or is injured before the start of a period of planned annual leave the College will agree to the employee postponing the holiday dates to another mutually agreed time. Any period of sickness absence will then be recorded in line with the Colleges sickness absence procedure.

**12.8**

The employee must submit a written request if they wish to postpone the planned holiday and comply with the usual reporting and certification requirements in respect of sickness absence.

**12.9 Required physical examinations**

The employee may be required at any time to submit to an examination by the College Occupational Health department and/or another physician approved by the College, at no cost to the employee. If an employee fails to attend an arranged OH appointment, disciplinary action may be taken.

**12.10 Extended sick leave**

In very exceptional circumstances an employee's manager, in conjunction with their Head of Department, may grant additional paid leave for a personal illness or injury to an employee after a review of the merits of that particular case. This will exclude illnesses or disabilities of an immediate family member.

**12.11 Return to work interviews**

Return to Work Interviews are a central part of the College's Absence Management procedure. Line managers are required to carry out brief, informal and confidential interviews with employees on all occasions when they return to work following absences due to sickness using the return to work form which together with the Absence Management procedure can be found on the Human Resources website.

**13 UNAUTHORISED ABSENCE**

**13.1**

Where an employee is absent from work without the approval of their manager or has failed to follow any of the procedures contained in this policy, this will be deemed to be unauthorised absence. In these circumstances, the manager should make all reasonable attempts to contact the employee to ascertain their whereabouts and the reasons why they are not at work. The employees' pay can, at the discretion of the manager, be stopped for the period of unauthorised absence and such absence may be the subject of disciplinary action.