



## Acting in Absence Policy

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### Version Control

- All key documents including Policies, Procedures and Processes will have a version control table to assist with tracking the development of the document.
- All draft versions will show as numbers after a decimal point and each full version will show before the decimal point as follows.
- The version number will appear in the document header along with the document title.

Date	Version Number	Notes
March 2025	v0.1	Drafted March 2025 by Jemma Gregory
May 2025	V1	Agreed by trustees

### Document Status

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- As a controlled document, this document should not be saved onto local or network drives but should always be accessed from the website.

### **Who is covered by this policy?**

Line managers and staff who are acting in absence.

### **What is covered by this policy?**

This policy outlines the procedure to be followed to ensure planned staff absence is covered effectively.

### **Purpose**

The purpose of this policy is to ensure continuity of leadership, accountability for delivery and the opportunity for the team to develop.

Acting in absence has the added benefit for the line manager of developing leadership and management skills within their team and enables the individual to learn new skills and build their confidence and experience.

### **The policy**

The policy is to appoint an individual, usually from within the team, to act in absence for any line manager or other member of the team who is absent because of planned leave or anticipated sickness.

### **The procedure**

- The line manager identifies a member of the team whom they wish to act in absence.
- The line manager and the team member discuss to clarify the acting in absence role.  
If the team member is unable to act in absence, the line manager may choose someone else.
- The line manager must schedule a meeting immediately prior to the cover period for the manager to fully brief the team member concerned on what activities, actions and priorities are planned during their absence and to clarify levels of authority.

- If appropriate, the team member may be required to attend the Leadership Team Meeting and carry out subsequent team briefings (even if the line manager has returned to work).
- The line manager will brief the rest of the team about who is acting in absence and will reinforce that the nominated team member has the same level of authority, for the period of acting in absence, as the manager.
- The line manager will let the organisation know (via an email and/or other appropriate communications channels) who is acting in absence while they are away and will also note it in their calendar.
- The line manager will organise for their emails to be automatically forwarded to the nominated team member.
- The line manager will ensure that their out of office message states who is acting in absence for them and include that person's contact details.
- Upon return from leave, the line manager and the team member will have a handover/de-brief meeting within two working days.
- If, for whatever reason, the nominated team member is unable to take a decision or carry out a piece of work, they will seek help and guidance from their senior manager.

If the team member is taken ill unexpectedly, the senior manager will decide who will act in that employee's absence.