



08.7 – Absence Management Policy

(Enhanced – ACAS Best Practice Aligned)

1. Purpose

This policy ensures absence is managed fairly, consistently, and in line with UK employment law and ACAS guidance. It balances operational needs with employee health and wellbeing.

2. Scope

Applies to all employees of Super Kiddies Day Care regardless of role, hours, or contract type.

3. Types of Absence Covered

- Sickness absence (short-term, long-term, recurring)
- Planned leave (annual leave, parental leave, compassionate leave)
- Statutory leave (jury service, public duties, maternity/paternity/adoption leave)
- Unauthorised absence

4. Reporting Procedure

Step 1 – Notification

Contact your line manager by phone before your normal start time on the first day of absence.

Provide: reason for absence, expected return date, and any urgent work handover details.

Step 2 – Certification

Up to 7 calendar days: Complete a self-certification form on return.

Over 7 calendar days: Provide a GP fit note.

Step 3 – Ongoing Communication

Keep your manager updated at agreed intervals during your absence.

5. Recording & Monitoring

All absences logged in the HR system.

HR will monitor for patterns, frequency, and trigger points.

6. Return-to-Work Meetings

Held after every sickness absence to:

- Confirm the reason for absence
- Discuss any workplace adjustments

- Update the employee on work matters
- Identify support needs (e.g., occupational health referral)

7. ACAS-Aligned Trigger Point Matrix

Trigger	Action	Outcome
3 absences in 6 months	Informal review	Support plan
10+ days in 12 months	Stage 1 formal meeting	Written improvement plan
Patterned absence	Investigation	Possible disciplinary
4+ weeks continuous	Occupational health referral	Phased return plan
No call / no show	Disciplinary investigation	Possible warning

8. Support & Adjustments

Occupational Health: Independent assessment to recommend adjustments.

Reasonable Adjustments: In line with the Equality Act 2010 for employees with disabilities or long-term health conditions.

Phased Return: Reduced hours/duties for a set period.

9. Unauthorised Absence

Absence without valid reason or failure to follow reporting procedures may be treated as misconduct under the disciplinary policy.

10. Policy Review

Reviewed annually or sooner if legislation changes.

11. Quick Reference Flowchart

Employee feels unwell → Notifies manager → Certification provided → HR logs absence → Return-to-work meeting → Trigger points monitored → Support or formal action if needed