

Absence Policy

Introduction

This statement of policy along with its attendant procedures has been formulated in consultation with the NHBC Staff Association. It applies to all employees to ensure that, in dealing with situations of sickness absence or incapacity, managers demonstrate an awareness of the needs and rights of the employees concerned. This awareness also needs to be balanced against recognition of the operational needs of NHBC.

It is accepted that for reasons of ill health or injury it is not always possible for an employee to attend work. Consequently, subject to the following provisions, the purpose of the Sick Pay Scheme is to prevent or alleviate hardship during sickness absence. The procedural aims are to provide a framework within which levels of sickness absence can be monitored and controlled to maintain a low level of sickness absence, in all parts of NHBC.

Scope

This policy applies to all categories of staff who are employed under a contract of employment and have successfully completed their probationary period.

Principles

The main principles that underpin our approach to absence management are detailed below:

- **Record Keeping** - clear, comprehensive and accurate records must be maintained for all absences, including starting and finishing dates. All departments are required to submit monthly returns to payroll/HR.
- **Standards** - During induction all new staff should be made aware, by their line manager, of the company procedure for reporting absences, any local requirements and their responsibility to comply with both.
- **Communication** - From the outset of any episode of sickness absence, managers should ensure that the individual establishes regular contact with the Department/ Line Manager in accordance with reporting requirements. The onus must be placed on the employee to maintain contact, failure to do so should be addressed immediately, and if necessary discussed with the HR Department.
- **Consistency and Fairness** - Proactive management of poor attendance will only be sustainable if it is underpinned by the application of consistent standards across the company. If in any doubt over this, advice should be sought from your HR Business Partner.
- **Responsibility** - The management of sickness absence is the joint responsibility of the Manager and the individual member of staff.
- **Confidentiality** - Documentation relating to applicants will be treated with the utmost confidentiality and in accordance to the [Data Protection Act 1998](#) (DPA). Applicants will have the right to feedback and to access any documentation held on them in accordance with the DPA. Those responsible for maintaining sickness records must ensure that absence records are held in a secure place and made available only to authorised staff.
- **Equal opportunities** - This policy will be applied according to the principles of equal opportunity and managers are expected to ensure that no direct or indirect discrimination occurs.