

Managing Attendance at Work Policy

Date: December 2019

Review Date: December 2022



Policy Title	Managing Attendance at Work
Policy Number:	POL 054
Version	3.0
Policy Sponsor	Director of Business Support
Policy Owner	Human Resources Manager
Committee and date recommended for approval	Business Support November 2019
Date Approved by the Board	12 December 2019
Equality Screening Status	Screened: 31 October 2016 Reviewed: 19 November 2019
Rural Needs Impact Assessment Status	Rural needs impact assessed: 19 November 2019
Date Set For Review	December 2022
Related Policies	Capability Policy and Procedures Code of Conduct for Staff Disciplinary Procedure

Policy Statement

1. INTRODUCTION

- 1.1 Libraries NI is committed to the delivery of quality services which clearly demonstrate value for money. It recognises that such quality service can only be delivered by employees who are valued, loyal and professional in their approach to work; whose wellbeing is fostered by Libraries NI; and who are provided with a safe and healthy working environment.
- 1.2 This policy applies to all staff employed by Libraries NI.
- 1.3 The policy covers sickness absence. It does not apply to authorised absences e.g. holidays, training courses, jury service, etc. In the context of this policy absences due to maternity related illness will not be included in monitoring attendance.
- 1.4 The policy and procedures have been drawn up in consultation with Trade Union Side. Libraries NI recognises its responsibilities under the Disability Discrimination Act 1995 as amended (DDA) and the mutual obligations of Libraries NI and staff in relation to the Health and Safety at Work (NI) Order 1978 and is committed to promoting equality of opportunities and a healthy working environment for all its employees.

2. PURPOSE

- 2.1 The purpose of this policy and accompanying procedures is to establish a clear framework for managing poor attendance and set out the standards of attendance expected from Libraries NI employees. This will be supported by professional Human Resources advice. Managers and employees should familiarise themselves with the Policy and Procedures.

3. POLICY

- 3.1 Libraries NI will:
 - treat employees fairly, consistently and with sensitivity during times of illness
 - inform employees and managers of the Libraries NI policy and procedures for managing attendance, to maintain information in a lawful manner and to facilitate a consistent approach in Libraries NI
 - inform employees of the standards of attendance expected and monitor performance against these standards

- promote and encourage an attendance culture which recognises that good attendance is critical in the pursuit of excellence in terms of service delivery
- address sensitively the impact on employee morale where frequent or prolonged absence of colleagues may create additional workload, pressure and stress
- raise awareness of Health and Wellbeing interventions and initiatives available to support good attendance at work
- raise awareness of confidential counselling agencies and other supportive services.

3.2 Libraries NI recognises that, from time to time, employees may require support in resolving personal or other issues which may impact on their working life and affect their attendance at work. Libraries NI has a contract with employee support confidential counselling services. Information about these services is available on the [Health and Wellbeing](#) page on the Intranet.

4. AUTHORITY

Policy Sponsor

4.1 The Director of Business Support is the Policy Sponsor.

Policy Owner

4.2 The Human Resource Manager is the Policy Owner and is responsible for its regular review.

Policy Contact

4.3 Any member of staff who requires further information about the Managing Attendance at Work Policy and associated procedures should contact the Health and Wellbeing Officer.

5. RELATED DOCUMENTS

Policies

- Capability Policy
- Code of Conduct for Staff
- Disciplinary Procedure
- Harassment Policy.

Procedures

- Managing Attendance at Work Procedure
- Ill-Health Retirement Procedure

- Capability Procedure
- Maternity Provision.

Guidelines

- My Options – Guidance on recording sickness absence
- Domestic / Special Leave
- Annual Leave Guidance
- 3% trigger point calculator
- Guidance for Managers – Probation.