



The Cabin Crew Out of School Club

Sickness Absence Policy

Policy Statement

The Cabin Crew aims to encourage all its employees to maximise their attendance at work whilst recognising that employees will, from time to time, be unable to come to work for short periods due to sickness. It is The Cabin Crews policy to support employees who are genuinely sick and unable to come to work.

Short-Term Sickness Absence

Short-term sickness absences from work are defined as those lasting up to one working week. It is The Cabin Crews policy to pay only statutory sick pay during periods of sickness absence.

While The Cabin Crew understands that there will inevitably be some short-term sickness absence among employees, it must also pay due regard to the club's needs. If an employee is frequently and persistently absent from work, this can damage efficiency and place an additional burden of work on the employee's colleagues. By implementing this policy, The Cabin Crew aims to strike a reasonable balance between the pursuit of the clubs needs and the genuine needs of employees to take occasional short periods of time off work because of sickness.

It is The Cabin Crew's policy to pay only statutory sick pay during periods of sickness absence.

Any employee who needs to be absent from work due to sickness (or any other reason) must inform the club **by telephone** by 7.00 am (breakfast and holiday clubs) or by 10.00am (for after school club) on the first day of absence. In notifying the Club the employee should indicate the reason for the absence and its likely duration. The Manager will record when the call was made, the stated reason for the absence and how long the employee expects to be absent.

On returning to The Cabin Crew, the employee will attend a 'return to work' interview with the Manager to discuss the absence and the reason for it in a fair and factual way. The Manager will monitor employee's attendance and absence and, if appropriate, will seek to identify ways in which to support improvement of attendance in the future.

For the first seven days, including weekends, a self-certificate will be required by the Finance Coordinator. For illnesses of more than seven days a doctor's certificate or 'fit note' must be produced on the eighth day and weekly thereafter. For details relating to the payment of SSP, please refer to the contract of employment.

Return to work interviews

- The Manager will conduct a "return-to-work interview" each time an employee returns to work following a period of short-term or long-term sickness absence.
- The Manager will invite the employee to attend an informal interview within three working days of the employee's return to work, and preferably on his/her first day back at work.

- The interview will be private and confidential.
- The Manager will ask the employee about the reasons for his/her absence, complete the 'return to work' form and collect the self-certification form for the period of sickness absence which will then be passed to the Finance Administrator.

In the case of frequent, regular, or repeated absences the Manager will try to establish, through investigation and discussion with the employee, the underlying reasons for the frequent absences and seek, in conjunction with the employee, to identify ways in which The Cabin Crew could assist him/her to improve future attendance. Reasonable targets and time limits for improvement in attendance will be set and the employee advised of the consequences of continuing unsatisfactory attendance i.e. that he/she may eventually be dismissed.

Long-term Sickness Absence

To enable staff members to return to work more quickly, The Cabin Crew will, after a period of 4 weeks, under the 'The Health and Work Service' initiative, request that the employee consult their GP for a referral for an assessment by an occupational health professional, which, where appropriate, will include a return to work plan and/or signpost for interventions. The Cabin Crew retains the right to refer directly if the patient is not referred by the GP.

The Cabin Crew will not consider terminating the employment of any staff member who is absent from work due to genuine sickness or injury during the first three months of absence. Thereafter, the position will be reviewed periodically and ultimately it may become necessary from a business perspective to consider termination of employment. In these circumstances, The Cabin Crew will:

- review the employee's absence record to assess whether or not it is sufficient to justify dismissal.
- consult the employee to discuss the options and advise in writing as soon as it is established that termination of employment has become a possibility.
- obtain up-to-date medical advice.
- review if there are any other jobs that the employee could do prior to taking any decision on whether or not to dismiss.
- allow a right of appeal against any decision to dismiss the employee on grounds of long-term ill health; and
- arrange a further meeting with the employee to determine any appeal.
- following this meeting, inform the employee of its final decision; and
- Always act reasonably towards the staff member at all times.

Obtaining Medical Reports

There may be occasions when The Cabin Crew considers it necessary to request details from a medical practitioner on the health of an employee. Where medical reports from an employee's medical practitioner are necessary, the employee's permission will be sought for the report to be obtained.

The circumstances in which The Cabin Crew may seek a medical report on a staff member include:

- frequent short-term absences, where an employee is absent for 20 days in a period of 3 Months;
- long-term absence, where an employee has been absent for a period of three months or is likely to be absent for a period of three months.

The Company will ask the employee for permission to contact a medical practitioner on the relevant form, available from the Manager.

When requesting a report, The Cabin Crew will provide the medical practitioner with as much information as possible on the role of the employee and explain why the report is being sought. The Club will provide the medical practitioner with:

- the employee's signed form consenting to the request to seek a medical report.
- confirmation that the employee is aware of his/her rights under the Access to Medical Reports Act 1988 and/or Data Protection Act 2018;
- details of the major features of the employee's job; and
- information on the employee's absence record.

The Company will ask the medical practitioner to identify:

- the nature of the employee's illness.
- when, if ever, the employee is likely to be fully fit to resume his/her normal duties;
- if the employee is unfit to resume his/her normal duties, what alternative duties he/she might be fit to undertake.
- when the employee is likely to be fit to undertake any alternative duties;
- what reasonable adjustments could be made to working conditions or work premises to facilitate a return to work; and
- the likelihood of recurrence of the illness once the employee has returned to work.

Where the employee refuses permission for The Cabin Crew to contact his/her medical practitioner, the employer will explain to the employee the reasons behind the request. Where permission continues to be refused, the employee will be informed that a decision relating to his/her employment may be made without the benefit of access to medical records. The same procedure will be followed where an employee delays in giving his/her consent.

Where an employee feels that the report is misleading or incorrect, he/she may ask the medical practitioner to amend it. If the medical practitioner does not agree with the employee and does not alter the report, the employee may attach a statement to the report to reflect his/her views. Alternatively, having seen the report, an employee may request that access to the employer be withheld. The employee will be informed that a decision relating to employment may be made without the benefit of access to medical records.

If The Cabin Crew wishes to take action following the report, this will be taken only after consultation with the employee and full and careful consideration of all the facts provided. The Manager will request a meeting with the employee to discuss the report and identify what action is to be taken.

This policy was adopted by The Cabin Crew Out of School Club.	Date: 12 th April 2023
To be reviewed: 12/04/2024	Signed: <i>Justine Reilly</i>
Name of signatory: Justine Reilly	Role of signatory: Manager