



Absence Management Policy and Procedure

Purpose of the Policy

This policy aims to provide clear guidelines to all St John the Baptist Church staff managing attendance and outlines the responsibilities of the employee and employer.

The St John the Baptist Church acting through the Children and Families Worker (CFW) Management Committee will operate a fair and consistent approach when managing absence. However the St John the Baptist Church acknowledges the importance of the consideration of individual circumstances and, where appropriate, recognising the need for support in the event of illness.

Absence relating to unpaid leave, maternity, paternity and adoption leave is not within the bounds of this policy.

Types of Absence

- Self-Certified Absence
- Short-term periods of time away from work due to illness can be self-certified by completing a Self-Certification Form (available on the website) on return to work. Short term periods of absence last no more than seven consecutive days.

Certified Absence

Any periods of absence away from work due to illness lasting more than seven consecutive days will require a Doctor's certificate.

Notification of Absence Procedure

Employees are required to notify the CFW Management Committee of their absence in accordance with the procedure detailed below.

The employee must contact Chairman of the CFW Management Committee, the Vicar or one of the Churchwardens as soon as possible on the first day of absence, by 10:00 am at the latest. The reason for absence and the expected length of absence should be given. This will enable the manager to make any necessary arrangements for cover.



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Documentation

The employee will be required to complete a Self-Certification Form on returning to work after any periods of absence lasting up to seven consecutive days.

Absences lasting more than seven consecutive days will require a medical certificate completed by the employee's Doctor. If the absence continues and medical certificates are repeatedly issued, it is the employee's responsibility to ensure that there are no breaks in the dates of the issuing of the medical certificates.

The CFW Management Committee reserve the right, at any stage of absence, to require the employee to undergo a medical examination by a medical practitioner of their choice and / or to request a medical report from the employee's GP or specialist.

Return to Work Interview

The Return to Work Interview must take place as soon as is reasonably practicable (and in any case within 48 hours) following the employee's return from sick leave after every period of absence, regardless of the duration of the absence.

The interview will be conducted by the employee's line manager or supervisor and will be recorded on the Return to Work interview form. Should it not be practicable for the employee's manager to conduct the interview, it should be delegated to an appropriate deputy. It should be performed in a suitable environment with full consideration given to confidentiality.

The Return to Work interview is designed to:

- establish and record the reasons for absence
- provide an opportunity to provide assistance and support to the employee which may prevent further absence
- provide an appropriate forum to discuss the employee's health (and whether they are indeed well enough to return to the workplace)
- provide an appropriate forum to review the employee's attendance record
- provide an appropriate forum to discuss any issues that may affect the employee's health.

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The Return to Work Interview Form should be signed by the employee and their manager and will be filed on the employee's personal file.

Unauthorised Absence

Any periods of sickness absence which are not covered by a Self-Certification Form or Doctor's Certificate, or where the notification procedure has not been followed, will be considered as unauthorised

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