

Maximising Attendance Policy



Dalmuir Park Housing Association can provide this document on request, in different languages and formats, including Braille and audio formats.

<i>Purpose of the policy:</i>	To outline DPHA's stance on absence management and supporting attendance, and to ensure fairness and consistency in approach from all stakeholders.
<i>Guidance used for developing the policy:</i>	Equality Act 2010 Employment Rights Act Health and Safety at Work
<i>Policy complies with the following Regulatory Standards:</i>	Standard 4: The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose. Standard 6: The RSL board and senior staff have the skills and knowledge they need to be effective.
<i>Other relevant policies</i>	Terms & Conditions of Employment Stress Management Policy Health and Wellbeing Approach Health and Safety Control Manual Disciplinary Policy and Procedure Flexible Working Policy Hybrid Working Policy
<i>Date Policy last reviewed:</i>	10 March 2021
<i>Date revised policy approved by the Board of Management (or P&P if delegated):</i>	January 2025
<i>Date policy is next due to be revised:</i>	January 2028
<i>Equality Impact Assessment carried out for policy?</i>	Yes
<i>Publish on the Website:</i>	No

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1.0 INTRODUCTION

- 1.1 At Dalmuir Park (DPHA) we seek to promote a positive culture where our people feel welcomed, valued and comfortable at their place of work. Our employees are passionate about what they do and so we are fully committed to maximising the attendance of all staff in order to achieve individual and strategic objectives.
- 1.2 However, we also understand that it may not always be possible for our employees to attend work due to feeling unwell or incapable of performing to their usual high standards. As a result, this policy and procedure aim to provide a compassionate yet fair approach to sickness absence management in a bid to support whilst meeting the needs of the business.
- 1.3 In aid of this policy's objective, the content and contained herein are intended to reflect statutory requirements, including guidance from the ACAS Code of Practice on attendance matters. The policy is supported by an accompanying procedure document which both employees and line managers may refer to.

2.0 POLICY SCOPE, EXPLANATIONS OR REQUIREMENTS

- 2.1 Our core values at DPHA consist of four elements which consider both our tenants and employees and the significance of us all working together to deliver common goals. In particular, the values of being 'Caring' and 'Committed' can be attributed to how we as your employer wish to support you through periods of sickness absence to help maximise your attendance at work.
- 2.2 The scope of this policy explains such support in further detail, serving as a clear guideline for you to follow should you need to report a sickness absence. It also notes procedures, timelines and expectations, as well as outlining what you should expect to occur in the event of your absence levels becoming unsustainable for us.
- 2.3 As a consequence of the above, this policy applies to all employees while they remain under the Association's employment and the term 'employee' will cover all workers who are either employed or engaged to undertake work for the Association.

3.0 DEFINITION

- 3.1 The term 'sickness absence' can be defined as an incapacity to carry out the duties and responsibilities which the employee is contractually obliged to do because of their illness or accident and resulting incapacity to work.
- 3.2 'Maximising attendance' on the other hand, is about the ways in which we as your employer can fully support you by having policies, procedures and support mechanisms in place to enable you to attend work.

3.3 There are various types of absence from work which you may be familiar with however, this policy refers to sickness absence only. Other types of absence such as time off for dependents, medical appointments or other authorised leave are referred to in the 'Time Off Policy'.

4.0 RESPONSIBILITIES

4.1 Employees - As an employee, you have a responsibility to look after your own health and wellbeing and, as far as possible, minimise absence from work. We ask that you attend work at the times required and maintain a good attendance record. You are also required to know your responsibilities if you are absent from work due to ill health and to follow the absence procedures throughout any absence.

4.2 Managers – Line managers have a responsibility to ensure that appropriate recording and reporting procedures are followed by their team and to monitor the absence levels within. Where an employee is absent, it is important that line managers maintain contact with the individuals and support them through that particular period.

It may be appropriate to make adjustments in supporting team members back into the workplace, or to maximise their attendance in remaining present. This includes having frequent discussions with individuals concerning wellbeing and maintaining an open culture of communication where our people feel encouraged to talk.

With regards to the process, line managers are also expected to manage attendance fairly and consistently by abiding by the procedure and taking action where appropriate. Where necessary, it is also a duty to consider information provided by a GP or medical professional, such as Occupational Health, and to seek HR advice prior to making decisions.

5.0 ASSOCIATION SICK PAY

5.1 When you are absent from work due to sickness you may be eligible to receive Statutory Sick Pay (SSP) and Association Sick Pay (ASP), providing you meet the relevant criteria. The allowance is in accordance with length of service, as follows:

Continuous Service at Commencement of Absence:	Full Allowance Up To:	Half Allowance Up To:
Up to 1 year	5 weeks	5 weeks
Over 1 year and under 2 years	9 weeks	9 weeks
Over 2 year and under 3 years	18 weeks	18 weeks

Over 3 year and under 5 years	22 weeks	22 weeks
Over 5 years	26 weeks	26 weeks

6.0 EQUALITY AND DIVERSITY

6.1 We are committed to promoting an environment of respect, understanding, encouraging diversity and eliminating discrimination by providing equality of opportunity for all. This is reflected in our Equality and Diversity Policy.

7.0 GDPR

7.1 We will treat personal data in line with our obligations under the current data protection regulations and our Privacy Policy. Information regarding how data will be used and the basis for processing data is provided in our Customer Fair Processing Notice.

8.0 REVIEW

8.1 DPHA undertakes to review this policy regularly, at least every three years, with regard to:

- Applicable legislation, rules, regulations and guidance
- Changes in the organisation
- Continued best practice

This policy does not constitute contractual terms and conditions. The Association reserves the right to amend any provision of this policy subsequent to appropriate consultation.