**Extra Mile**

**Ober Funkia**

**Goderich**

**Freetown**

**Sierra Leone**

**Staff Absence Policy**

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| **Date Adopted** | *23rd February 2021* |
| **Date ratified by Trustees** | *23rd February 2021* |
| **Date of review** | *23rd February 2022* |
| **Chair of Trustees** | **Mike Fielding** |

**Staff Absence Policy**

# **Policy statement**

## We are committed to improving the health, wellbeing and attendance of all Extra Mile employees and volunteers. We value the contribution our employees and volunteers make to Extra Mile's success. So, when any individual is unable to be at work for any reason, we miss that contribution. This absence policy explains:

### What we expect from managers, employees and volunteers when handling absence.

### How we will work to reduce levels of absence.

## This policy has been written in line with education guidelines in the UK, and we welcome contributions from school leaders, employees and volunteers in Sierra Leone in developing and implementing this policy.

# **Key principles**

## Extra Mile's absence policy is based on the following principles:

### As a responsible employer we undertake to provide payments to employees who are unable to attend work due to sickness. (See the Extra Mile Staff Sickness Policy.)

### Regular, punctual attendance is an important aspect of everyone's employment and volunteering. We ask each employee and volunteer to take responsibility for achieving and maintaining good attendance.

## We will support individuals who have genuine grounds for absence for whatever reason. This support includes:

### 'special leave' for necessary absences not caused by sickness

### providing unpaid leave if necessary

## Extra Mile will consider any advice given by an individual's doctor in the case of absence through sickness, for example, more flexible hours or altered duties.

## Extra Mile's disciplinary procedures will be used if an explanation for absence is not forthcoming or is not thought to be satisfactory.

## Extra Mile respects the confidentiality of all information relating to an individual's sickness. This policy will be implemented in line with any Sierra Leonean current data protection legislation.

# **Notification of absence**

## If an individual is going to be absent from work, they should speak to the Deputy Principal or if not available the Country Director at least one hour of their normal start time. They should also:

### give a clear indication of the reason for their absence and/or nature of the illness

### a likely return date

### provide, if possible, work to be done by students in their absence if a teacher.

## The Deputy Principal will check with other staff if there is any information they need to cover their work during the period of absence. If the individual does not contact the Deputy Principal or Country Director by the required time, they will attempt to contact the individual.

## An employee or volunteer may not always feel able to discuss their medical problems with the Deputy Principal or Country Director. School leaders will be sensitive to individual concerns and make alternative arrangements, where appropriate. For example, an individual may prefer to discuss health problems with a person of the same sex.

# **Maintaining contact**

## If the absence is likely to be more long term, for example, more than a week the individual should make every effort to maintain regular contact with the Deputy Principal. In the absence of such contact the Deputy Principal will attempt to main regular contact with the individual.

# **Return to work discussions**

## School leaders will discuss absences with individuals when they return to work to establish:

### The reason for absence

### What the school leader or Extra Mile can do to help

### That the employee is fit to return to work.

# **Formal Review**

## A more formal review may be triggered by absences that are disruptive to Extra Mile's operations, for example, frequent short-term absences or long-term absence.

## This review will look at any further action required to improve the individual's attendance and wellbeing.

## Following the review of the reasons for the staff absence, the following actions may also be taken, if agreed by The Trust Board:

### holding back the salary for the missed period until the individual has returned to work and is attending regularly in line with contracted hours

### dismissal from the post when the absence is deemed lengthy and unreasonable by the Trust Board