



Attendance Policy

Policy statement

The purpose of this policy is to outline the procedure for the reporting and management of unplanned, short term absence. Any absence of 4 weeks' or longer must be managed through the Long Term Absence policy. Managers should take advice from Managers Direct when managing absence.

Colleagues must provide an update on their absence to their manager by telephone every working day for the first seven days of their absence, unless otherwise agreed during the first phone call. From day 8 onwards a GP's fit note must be provided.

Every colleague who has been absent from work should be invited to a return to work discussion on the day they return or as soon as possible afterwards.

There are set trigger levels in place to help managers identify when a colleague's absence has reached a level of concern (see the Attendance Procedure). Each time a colleague reaches a trigger level they will be invited in writing to attend a review meeting.

Colleagues are entitled to 28 weeks Statutory Sick Pay (SSP) provided they meet certain conditions. Some colleagues are also eligible for discretionary Occupational Sick Pay (OSP). This will be stated in their employment contract.

Scope of the document

This policy and the accompanying Attendance Procedure apply to all colleagues employed across Anchor Group who have the right to appeal against the outcome of any formal process.

Equality and diversity

We are committed to respecting diversity in all aspects of our work and meeting our obligations under the Equality Act. In line with this, we welcome feedback on any aspect of this policy where there is a question over its adherence to the above legislation.

Support for colleagues

We recognise that some colleagues absent from work may require additional support. All colleagues have free and confidential access to a 24/7 Employee Assistance Helpline provided by Legal and General:

- Phone: 0800 316 9337
- Website: www.legalandgeneral.com/eap. To access the website use "worklife" for both the access code and password.



Data Protection

We are committed to applying this policy in line with the General Data Protection Regulations as set out in our Data Protection Policy.

Recording and monitoring

All absence must be recorded on MSS by the colleague’s line manager. Managers must also log a case with Manager Direct when formally managing a colleague’s absence.

Commitment and review

The Group Board looks to the support and professionalism of staff at all levels in making this policy truly effective. This policy statement, along with other related supporting policies and procedures in use, will be regularly reviewed and revised as and when necessary.

Approved by Amanda Gonsalves, HR Director who approved the policy on 17 March 2019

Attendance Policy
 Document Ref: AHG/AS/ATP/1.0
 Issue Date: 1 April 2019
 Review Date: 1 April 2022

Version Control

| Version No | Purpose/Change | Author | Approved for publication by; | Date |
|----------------|--|---|-------------------------------|--------------|
| AHG/AS/ATP/1.0 | Original | Ruth Petzold, HR Projects and Practice Consultant | Amanda Gonsalves, HR Director | 1 April 2019 |
| AHG/AS/ATP/1.1 | Updated with Anchor logo and replacement of reference to Anchor Hanover with Anchor. | Hilary Fletcher – HR Projects and Policy Officer | Rebrand only | October 21 |