



Royal Patron, HRH The Prince of Wales, Duke of Cornwall
President, Lord Lieutenant of Cornwall, Colonel E T Bolitho OBE
Chairman, Lt Col Richard Trant

Staff Absence Policy Dated: May 2021

Introduction

This policy is split into two parts, the first dealing with unplanned or unauthorised absence due to sickness or emergency and the second covering planned absence e.g. annual leave.

Part 1 Unauthorised absence

Sickness

- Staff should notify the CEO as soon as they are aware that they will be unable to come into work, this should happen within an hour of their usual start time wherever possible however it is required that contact is made on the same working day of the absence. Staff should state the nature of the illness and their anticipated return date. This should be a telephone call unless circumstances do not allow
- If the illness lasts less than seven days staff should self-certificate and complete the relevant sickness form
- If the illness lasts seven days or more the member of staff should provide a medical note on the eighth calendar day of absence stating the reason for absence and thereafter provide a certificate each week to cover any subsequent period of absence. A Statement of Fitness for work (or fit note) from their GP must be provided on their return and a sickness form completed. On the first day back to work after absence a return to work interview will take place to assess any changes to work practises that are needed in the interim to facilitate a successful return.
- The Trust reserves the right to ask a member of staff at any stage of absence to produce a medical certificate and/or to undergo a medical examination.
- Normal basic remuneration will be paid less the amount of any statutory sick pay or social security sickness benefit to which a staff member may be entitled for 3 months in total in any one year which runs from 1st April to 31st March the following year.
- Entitlement to payment is subject to notification of absence and production of a medical certificate as required above.
- The CHT operates the statutory sick pay scheme after the 3 month period and staff are required to co-operate in the maintenance of necessary records. For the purpose of calculating their entitlement of statutory sick pay "qualifying days" are those days on which they are normally required to work. Payments made to staff by the CHT under its sick pay provisions in satisfaction

of any other contractual entitlement will go towards the CHT liability to make a payment to the member of staff under the Statutory Sick Pay scheme.

Emergency/ compassionate

- In an emergency situation the member of staff must advise the CEO as soon as possible that they will not be attending that day. This would be by phone call unless circumstances do not allow
- They will then be expected to arrange a time to call the CEO to discuss further and agree a return date
- If it is a family emergency the same procedures apply

Part 2 Authorised absence

Annual Leave

All staff are entitled to an entitlement of 33 days paid annual leave, pro rata, to include public holidays, commencing 1 April to 31 March.

- Staff are required to retain a sufficient number of holidays from their annual entitlement to cover the CHT Christmas shut down period. Staff will be notified each year regarding the number of days holiday they are required to retain for this purpose.
- Holidays must be taken at a time convenient to the Trust and sufficient notice of intention to take a holiday must be given.
- A holiday request form must be submitted to the Administrator/ Line Manager for authorisation, consideration will need to be given to other colleagues' leave requests and the Trust's staffing needs.
- No more than 2 working weeks holiday to be taken at any one time unless permission is given by the Trust.
- Subject to approval by the CHT up to 5 days outstanding holiday entitlement can be carried forward into the next year.
- Staff will be entitled to be paid in respect of holidays accrued but not taken at the date of termination of employment.

Planned absence due to health issues

It is recognised that there are numerous circumstances in which planned leave may be necessary. This situation should be discussed with the CEO and a plan put into place.

Policy written by:	Cathy Woolcock
Approved by:	Executive Committee
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Informed by:	ACAS

