



## ABSENCE POLICY

### POLICY STATEMENT

1. Jesus College wants its staff to work in a safe and stimulating environment that supports and encourages a good work-life balance.
2. The College recognises that sickness absence from work is inevitable for most employees, from time to time. However, long-term and regular short-term absence from work impacts on other colleagues, the College's effectiveness, and overall costs. Therefore there may be occasions where an individual's level of absence cannot be sustained because of the impact on the College.
3. The College will monitor sick absence regularly to ensure, where possible, that fitness to work is maintained and that any issues are identified and dealt with appropriately.

### PURPOSE AND SCOPE OF POLICY

4. The Absence policy applies to all members of non-academic staff. However, management of attendance for employees on probation will be managed under the **Probation Policy**.
5. This policy provides a framework and procedure for managing absence fairly and transparently and sets out the levels of absence the College considers to be unacceptable and/or unsustainable.
6. Employees with unacceptable levels of attendance, or poor performance due to their absence, will be managed under the **Capability Policy**.
7. Temporary agency staff who have unacceptable levels of absence will be referred to the employment agency.

### PRINCIPLES

8. The following principles underpin the Absence Policy:
  - the College takes a positive approach to the promotion and support of employees' well-being and expects employees to be pro-active in maintaining their health;
  - the College is committed to making reasonable adjustments to enable employees with disabilities to continue working and successful job applicants with disabilities to join the College and work to the standards required;

- high levels of sickness absence are disruptive, and may be damaging for the College. The College will manage sickness absence effectively, balancing employee welfare with organisational requirements;
- the College will support employees who are unwell, but must do so with a view to ensuring that it is able to continue to provide a high quality service;
- managers play a leading role in managing sickness absence, where there are instances of unacceptable/unsustainable sickness absence in their team they must take appropriate and prompt action;
- the College assumes that sickness absence is taken for genuine reasons. However, on the rare occasions where it is suspected absence is not for sickness reasons this will be dealt with as misconduct under the Disciplinary procedure;
- an employee who reports sick at Jesus College must not perform work or duties for any other organisation during their absence from College. Cases of working elsewhere during absence will be considered as misconduct and investigated under the Disciplinary policy.

## OUTCOMES

9. The outcomes of this policy are:
  - managers balance the College's organisational requirements with employee welfare when managing absence and the impact of sickness absence is minimised.

## MONITORING AND REVIEW

10. Human Resources will monitor the formal stages of implementation of this Policy for fairness and consistency and reasons for absence.
11. A formal review of this policy will take place every 3 years unless there is a significant change in relevant legislation or business need which triggers a review before then.

## Promotion of a healthy workforce

### 1. Introduction

1.1 Employees are encouraged to take advantage of the initiatives taken by the College to improve and maintain good health and wellbeing. These initiatives typically include:

- assessment and implementation of safe and appropriate workplaces;
- an Occupational Health service to review and advise on individual health issues in order to support employees;
- measures to promote work-life balance such as flexible working;
- eye test reimbursement;
- flu vaccination.

### 2. Health and Safety assessments in the workplace

2.1 The College has arrangements in place to ensure that all office equipment and furniture used by employees are ergonomically efficient and that regular workstation assessments are carried out.

### 3. Work-life balance

3.1 The College is committed to supporting flexible working to help employees to maintain a better work-life balance and does so through the use of TOIL and the consideration of requests for flexibility in working hours.

### 4. Subsidised gym membership

4.1 All members of the College can apply to join the University Club, membership is free. The Club, along with various other sporting facilities includes a gym and a floodlit 5-aside football pitch.

### 5. Eye test/glasses reimbursement

5.1 The College will reimburse the cost of an eye test, once every 2 years. If an optician certifies that lenses are necessary **solely** for use with display screen equipment (DSE), the College will contribute up to £75 towards the cost of spectacles or spectacle lenses. This applies only where the employee uses DSE regularly at work and for continuous periods of an hour or more.

To claim reimbursement for either an eye test or for a contribution to lenses the appropriate College form must be completed in full by the optician. No contribution will be made when these are for **general** use.

### 6. Flu vaccinations

6.1 Staff who are not eligible to be provided with a vaccination free of charge, can receive a vaccination at Boswells and the costs will be reimbursed by the College.