

Loida British Members Attendance and Absence Policy

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1. Introduction

Loida British is committed to maintaining high standards of professionalism and productivity. Consistent attendance and punctuality are essential for achieving these goals. This policy outlines the expectations, procedures, and support available for managing employee attendance and absences.

2. Purpose

The purpose of this policy is to:

- Establish clear guidelines for employee attendance and absences.
- Ensure that employees understand the importance of regular attendance and punctuality.
- Provide a framework for managing and recording absences.
- Outline the support available to employees who experience difficulties in maintaining regular attendance.

3. Scope

This policy applies to all employees of Loida British Ltd.

4. Attendance Expectations

- Employees are expected to attend work punctually and regularly according to their scheduled hours.
- Attendance will be monitored, and employees must ensure their presence is accurately recorded using the designated timekeeping system.
- Regular attendance is crucial for maintaining productivity and meeting organizational goals.

5. Absence Procedures

5.1 Reporting Absences

- Employees must notify their management of any planned or unplanned absences as soon as possible.
- Absences can be reported via email, phone, or in person.
- For planned absences, such as medical appointments or personal commitments, employees should provide notice at least 48 hours in advance.

5.2 Documentation for Absences

- For absences due to illness, employees must provide a medical certificate if the absence exceeds seven consecutive days.
- For other types of absences (e.g., family emergencies), appropriate documentation may be required at the discretion of management.
- All documentation should be submitted to management within five working days of returning to work.

5.3 Authorised Absences

Authorized absences include:

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- Medical appointments or illness with appropriate documentation.
- Family emergencies or bereavement.
- Religious observances.
- Maternity, paternity, and adoption leave.
- Annual leave.
- Other reasons approved by management on a case-by-case basis.

5.4 Unauthorised Absences

- Unauthorised absences are those not reported or approved as per the procedures outlined above.
- Repeated unauthorised absences may result in disciplinary action, including warnings, performance reviews, and potential dismissal.

6. Monitoring and Recording Attendance

- Supervisors are responsible for monitoring attendance and ensuring accurate records are kept.
- Attendance records will be maintained in the institution's HR information system.
- Employees can request access to their attendance records through the HR department.

7. Support for Employees

7.1 Early Intervention

- Management will identify and support employees who show patterns of irregular attendance or frequent absences.
- Early intervention may include meetings with supervisors, counselling services, or referral to external support services.

7.2 Support for Illness and Personal Issues

- Employees experiencing long-term illness, mental health issues, or personal challenges will be provided with appropriate support.
- Reasonable adjustments will be made to accommodate the needs of employees facing these issues.

7.3 Flexible Working Arrangements

- Where possible, flexible working arrangements may be offered to support employees in maintaining regular attendance.
- This includes options such as remote working, adjusted hours, and part-time schedules.

8. Leave Entitlements

8.1 Annual Leave

- Employees are entitled to a minimum of 28 days of paid annual leave per year, inclusive of public holidays, as per the Working Time Regulations 1998.
- Annual leave requests must be submitted in advance and approved by the employee's supervisor.

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8.2 Sick Leave

- Employees are entitled to statutory sick pay (SSP) if they meet the eligibility criteria.
- For absences exceeding seven consecutive days, a medical certificate is required.

8.3 Parental Leave

- Employees are entitled to statutory maternity, paternity, and adoption leave as per the Employment Rights Act 1996.
- Additional parental leave entitlements are provided in accordance with company policies and statutory requirements.

9. Compliance with UK Regulations

This policy complies with the following UK regulations and standards:

- **Employment Rights Act 1996:** Provides entitlements to various types of leave and outlines employee rights.
- **Equality Act 2010:** Promotes equality and prevents discrimination in the workplace.
- **Working Time Regulations 1998:** Establishes entitlements to paid annual leave and rest breaks.
- **General Data Protection Regulation (GDPR) and Data Protection Act 2018:** Protects personal data collected during the attendance and absence recording process.

10. Communication and Review

- The attendance and absence policy will be communicated to all employees during onboarding and will be available on the company's intranet.
- The policy will be reviewed annually to ensure it meets the needs of the employees and complies with relevant regulations and best practices.

11. Contact Information

For any questions or further information regarding our Members Attendance and Absence Policy, please contact:

- **HR Department:** [Email] [Phone]
- **Employee Support Services:** [Email] [Phone]