

**IMPACT ALTERNATIVE LEARNING  
STAFF ABSENCE & SICKNESS POLICY  
ELITE INSPECTION VERSION**

Reviewed: April 2026 | Next Review: April 2027

## **1. STATEMENT OF INTENT**

Impact Alternative Learning is committed to supporting staff wellbeing while maintaining safe and consistent provision for learners.

This policy sets out clear procedures for reporting, managing and supporting staff absence.

## **2. LEGAL FRAMEWORK**

Employment Rights Act 1996

Equality Act 2010

UK GDPR & Data Protection Act 2018

Health and Safety at Work Act 1974

## **3. SCOPE**

This policy applies to all staff including full-time, part-time, temporary and agency staff.

It covers all forms of absence including sickness, medical appointments and other authorised absences.

## **4. REPORTING ABSENCE**

Staff must report absence at least 2 hours before start time.

Notification must be by phone unless exceptional circumstances apply.

Staff must provide reason, start date and expected return.

## **5. MAINTAINING CONTACT**

Staff must maintain regular contact with management.

Updates required weekly unless otherwise agreed.

Support-focused communication.

## **6. CERTIFICATION**

Self-certification required for up to 7 days.

Fit notes required for absences over 7 days.

Certificates must cover full absence period.

## **7. MENTAL HEALTH ABSENCE**

Handled sensitively and confidentially.

Support and reasonable adjustments offered.

Occupational Health may be considered.

## **8. LONG-TERM ABSENCE**

Defined as 6 weeks or more.

Regular review meetings held.

Support, adjustments and return planning discussed.

## **9. RETURN TO WORK**

Return to work meeting required after every absence.

Review wellbeing and support needs.

Phased return where appropriate.

## **10. SICK PAY**

Statutory Sick Pay applies where eligible.

No guaranteed company sick pay.

Discretionary support may be considered.

## **11. OTHER ABSENCE TYPES**

Jury service, public duties and parental leave covered separately.

Unauthorised absence may lead to disciplinary action.

## **12. MONITORING AND REVIEW**

Absence monitored for trends.

Policy reviewed annually.

Support interventions implemented where needed.

## **APPENDIX 1 – ABSENCE REPORT FORM**

Name:

Date:

Reason:

Expected Return:

Reported to:

## **APPENDIX 2 – RETURN TO WORK FORM**

Date of Return:

Summary of absence:

Support required:

Manager comments:

