

Policy Name:	<b>Attendance Management Policy</b>	P No: <b>P1617-947</b>
Policy Owner:	<b>Head of Business Partnering (Human Resources)</b>	
Issue/Last Review Date: <b>April 2017</b>	Next Review Date: <b>June 2020</b>	
Relevant Legislation / ACAS guidance if applicable:	<ul style="list-style-type: none"> <li>• <b>Equality Act 2010</b></li> <li>• <b>Access to Medical Reports Act 1988</b></li> <li>• <b>Working Time Regulations 1998</b></li> <li>• <b>Health and Safety Act 1974</b></li> </ul>	
Documents being replaced:	<b>Sickness Absence Management Policy (P1415-1394)</b>	
<b>Policy Statement:</b>		
<p><b>Purpose</b> Swansea University is committed to promoting the health, safety and well-being of all staff. This policy is designed to promote good practice, and to provide a framework for effective attendance management. Its objective is to support employees to maximise attendance levels, whilst maintaining a fair, sensitive and consistent approach for managing absences.</p> <p><b>Scope</b> The Attendance Management Policy applies to all University employees.</p> <p>This policy applies to managing attendance resulting from an employee's personal sickness or injury. Non-attendance resulting from other circumstances, such as the sickness or injury of a dependant, should be managed in line with the University Policy on <a href="#">Time Off for Care of Dependents</a>.</p> <p><b>Key Principles</b></p> <ul style="list-style-type: none"> <li>❖ This policy and associated procedures should be applied consistently, impartially, reasonably and without discrimination</li> <li>❖ The University recognises the need for an understanding and supportive approach towards managing attendance, and will take into consideration individual circumstances, as appropriate, in the application of this policy and procedure</li> <li>❖ If an employee has a disability, absences relating to the disability will be managed on a case by case basis, and appropriate medical advice sought</li> <li>❖ The University also recognises the significant impact of ill-health and sickness absence on the cost and quality of service delivery and wishes to manage and support attendance and mitigate the effects of absence on the services provided</li> <li>❖ The University will implement appropriate systems and procedures to ensure timely reporting, monitoring and management of sickness and unauthorised absences</li> </ul>		
<b>Definitions of HR terms used in this policy:</b>		
N/A		
<b>Supporting Procedures/Guidance Documents/Codes of Practice with P Nos. and hyperlinks:</b>		
<ul style="list-style-type: none"> <li>❖ Attendance Management Procedure</li> <li>❖ Attendance Management - Managers Guide</li> <li>❖ Attendance Management - Employee Guide</li> </ul>		