

Absence Reporting Procedure

If you are going to be absent from work, you must contact your line manager on the first day of absence. This should be as early as possible, but, no later than half an hour before your normal start time.

This contact should be made personally (not a spouse/family member/friend) by telephone, not text or e-mail. It is recognised that there may be some instances where you are unable to contact your line manager personally (e.g. admittance to hospital), but this should only be in exceptional circumstances and the person who contacts your line manager must leave a contact name and number.

When ringing to inform of your absence from work you must provide the following information:

- When you became ill
- The broad nature of your illness (e.g. migraine, flu etc.)
- Whether the illness is due to an accident from work
- Whether you are seeking medical attention
- The likely date of return

This information will be logged by your Line Manager onto Activ Absence, where this information will be then be stored and used to calculate your Bradford Factor score.

If your line manager is not available to speak with, then you should leave a message and attempt to contact another manager, supervisor or team leader in your office. If they are also unavailable you should contact HR. Any message left should include a contact number so that your line manager can then ring you back to discuss your absence.

You should then contact your line manager every day that you are absent, unless your line manager agrees anything different with you.