

Attendance policy

December 2022

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1. Introduction

Our continued success at Animikii Theatre depends on our artists and collaborators maximising their time at work while recognising that they may, from time to time, be unable to attend work due to ill-health.

This policy aims to strike a reasonable balance between the genuine needs of artists and collaborators to take periods of time off work because of sickness and the ability of the organisation to operate effectively.



2. Why this policy is important

It is by managing absence fairly, transparently, and consistently that we will:

- Provide the right support to our people when absent from work
- Ensure that the organisation is appropriately resourced to deliver for our customers
- Comply with legislative requirements for managing absence such as the Equality Act

3. Who this policy is for

This policy applies to all colleagues and to people managers responsible for managing absence.

4. Who is responsible for what

All artists and collaborators – are required to comply with the attendance policy which includes:

- follow the reporting process and provide a "fit note" for periods of sickness absence exceeding seven days
- attend return-to-work discussions
- inform their manager if they feel they have a disability or any medical condition that requires support
- act on medical advice and not participate in activities which could undermine recovery

Managers - have the responsibility to provide and maintain health and safety standards. They have the responsibility to manage and support their staff including:

- support their team through any period of absence including keeping in touch
- record all absences
- hold return-to-work discussions after each absence
- Keep records of all discussions.

Lead - The Artistic Director will ensure that this policy is consistently applied and updated as required and advise on any formal / disciplinary process to be followed.

5. Managing Disability

Both short term and long-term illness can highlight the need for us to provide reasonable adjustments to our artists and collaborators. This can reduce the number of future days away from work, improve performance and contribute to overall health and wellbeing. Please refer to the Reasonable Adjustments Policy for further information.

- The Equality Act 2010 defines disability as a physical or mental impairment that has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities.
- Animikii Theatre welcome and are committed to supporting artists and collaborators with a disability.
- Particular consideration will be given as to whether there are reasonable adjustments that could be made to provide support at work e.g. changes to your role or working pattern.



6. Our process

6.1 Reporting the absence

An artist or collaborator who is unable to attend work must notify their manager by telephone (or other pre-agreed method) as early as possible. They should communicate the reason why they cannot attend work, and how long they think the absence will last.

If the absence lasts more than 7 calendar days they must provide a "fit note" to cover the absence period from the 8th day onwards.



6.2 Recording the absence

Managers must record all absences as per the agreed process.

6.3 Return to work

Each time an artist or collaborator returns to work following sick absence, their manager should speak to them about the absence and the reason for it in a fair and factual way. The manager should be supportive towards them and, where appropriate, seek to identify ways in which to assist them to improve his/her attendance in the future. Guidelines on managing the return to work discussion are provided in Appendix 1.

6.4 Recurring short-term absence

Continued non-attendance may result in disciplinary action being taken if no underlying health condition can be identified. This may be in the form of either a verbal, first written or final written warning, and could ultimately lead to dismissal. As part of the process colleagues will be given the opportunity to improve their attendance.

6.5 Long-term absence

In cases of long-term absence, we will carry out regular care and support interviews to discuss possible courses of action should the absence continue (these meetings will be recorded and notes sent to the employee concerned). Where colleagues are too ill to travel, a home or online visit will be arranged at a mutually convenient time.

Where there is doubt regarding the artist's or collaborator's ability to return to work on a permanent basis advice must be sought from an appointed occupational health doctor. Artists and collaborators must make themselves available to attend medical referrals.

We are committed to supporting artists and collaborators to return to work, this maybe on a phased basis. We will also consider redeployment and other adjustments where required.

6.6 Unauthorised absence

Unauthorised absence will be managed through the disciplinary process.

7. Other policies you may find useful

- Reasonable Adjustments Policy
- Diversity & Inclusion Policy
- Disciplinary Policy

8. Appendix 1

Appendix 1 – Return to Work Discussion- Guidelines

The Return to Work discussion is a key part of the attendance process. It provides a unique opportunity to support your team member following a period of absence.

It is crucial that a Return to Work discussion takes place after each sickness absence, whatever its length, on the day of return.

The discussion should be informal and supportive. The discussion should be a one to one meeting between the artist/collaborator and the manager and should take place in a private area so that artists and collaborators feel comfortable to talk about their reasons for their absence. Enough time should be set aside to complete this discussion so that they have the time they need to cover all of the issues without feeling rushed.

Objectives for the discussion:

- Welcome the artist/collaborator back to work, whilst enquiring about their absence and checking that the person is fit enough to return to work.
- Identify any health, disability and / or work related problems and discuss whether there is anything that can be done to support them.
- Review the level of absence and if a problem is identified, to provide an opportunity for attendance targets to be set and agreed by both the manager and artist/collaborator.
- Update the artist/collaborator on what has happened at work during their absence.
- If they fail to comply with correct notification or certification procedures, the manager will advise the employee/worker of this and may follow the disciplinary process.
- Suspect reasons for or patterns of sickness absence should be challenged in an appropriate manner at this time.
- Check the appropriate medical certificates have been provided.

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