



SICKNESS ABSENCE AND ATTENDANCE MANAGEMENT POLICY 2026

This Sickness Policy ("Policy") is designed to provide a clear framework for managing sickness and to ensure consistent and fair treatment of all parties involved. It is tailored to align with the principles of the laws of England & Wales.

1. Reporting Sickness

The employee affected by sickness ("Affected Party") must notify Cathays and Central Youth & Community Project ("CCYCP") as soon as reasonably practicable. Employees are expected to make contact **before the start of their scheduled shift and, where possible, at least one hour before their start time**, unless this is not reasonably practicable due to the nature of the illness or other exceptional circumstances.

The employee should contact their acting line manager **via phone call or text message**. If their line manager is not available, they should contact the centre manager or the HR department by phoning the community centre (029 2037 3144). If the centre manager is not in, they should contact the board.

2. Duration of Sickness

Should the Affected Party's sickness last beyond seven consecutive days, a fit-note will be required to be provided by the employee.

3. Liability

3.1 The Affected Party shall not be held liable for delays or non-performance of obligations under a relevant contract solely due to genuine sickness.

3.2 CCYCP agrees not to bring any claim against the Affected Party solely based on non-performance or delays caused by genuine sickness. This does not, however, waive any rights the Receiving Party may have in case of willful neglect, fraud, or misrepresentation by the Affected Party.

3.3 If a dispute arises relating to this clause, both Parties agree to engage in good faith discussions to resolve the matter amicably.

4. Review and Amendments

This Policy may be reviewed and amended from time to time to reflect best practices, legal changes, or business requirements. Any amendments shall be communicated in writing to all relevant parties.

5. Governing Law and Jurisdiction

This Policy shall be governed by and construed in accordance with the laws of England & Wales. Any disputes arising out of or in connection with this Policy shall be subject to the exclusive jurisdiction of the courts of the chosen jurisdiction.

6. CCYCP pays Statutory Sick Pay (“SSP”) – from 6.04.2026

SSP is payable from the **first day** of sickness absence, provided the employee meets the eligibility requirements. SSP is paid at the lower of 80% of the employee’s average weekly earnings or the statutory weekly rate set by the government (currently £123.25 per week) and is subject to deductions for tax and National Insurance in the usual way.

There is no minimum earnings requirement for SSP, but employees must still meet the eligibility criteria. SSP may be paid for up to 28 weeks in any period of sickness absence. Where separate periods of sickness occur within 56 days of each other, they may be treated as a linked period for the purpose of SSP entitlement.

For further information on Statutory Sick Pay and eligibility criteria (2026), employees can visit the government website: <https://www.gov.uk/statutory-sick-pay>

7. CCYCP Absence Monitoring Procedure

CCYCP monitors sickness absence to support employee wellbeing and to ensure that attendance levels are maintained across the organisation. **From 6 April 2026, absence will be monitored in hours rather than full days**, to ensure a more accurate reflection of time lost due to sickness. Absence levels are reviewed on a rolling basis by the employee’s line manager/HR department, and the following stages may apply where absence reaches the thresholds set out below.

Support Stage – This stage may be triggered where an employee has **two separate absences within a rolling six-month period**.

At this stage, the employee's manager will meet with the employee to:

- Review the pattern and reasons for absence;
- Check on the employee's wellbeing;
- Consider whether there are any **underlying health concerns**;
- Identify whether any **support, workplace adjustments, or referrals (e.g., occupational health)** may be appropriate.

This meeting is intended to be **informal and supportive**, and will not normally result in a warning. Managers should exercise discretion and consider whether a discussion is appropriate in the circumstances (for example, where absences are minor, clearly unrelated, or due to short-term illnesses such as common colds).

Stage 1 – This stage may be considered where an employee has:

- Four absences within a rolling eight-month period, or
- One further absence lasting six days or more

At this stage, the manager will hold a formal review meeting with the employee to:

- Discuss the absence record and any underlying causes;
- Review any support or adjustments already in place;
- Consider whether additional support or reasonable adjustments are required.

Where appropriate, and after considering all relevant circumstances, a **Written Caution** may be issued.

A warning will only be issued where the manager is satisfied that:

- the employee has been given the opportunity to explain the circumstances;
- reasonable support options have been considered; or
- there is evidence of misconduct (this may be addressed separately under the organisation's disciplinary policy).

Stage 2 – This stage may be considered where an employee has:

- Six absences within a rolling ten-month period, or
- A further absence lasting six days or more

A formal review meeting will take place to reassess the situation, including:

- the employee's attendance pattern;
- any underlying medical or personal factors;
- any support or adjustments already provided.

Where appropriate, a Final Written Caution may be issued following this meeting.

Managers should ensure that all relevant information has been considered before issuing a final warning, including any medical advice or occupational health input where appropriate.

Stage 3 – This stage may be considered where an employee has:

- Eight absences within a rolling twelve-month period, or
- A further absence lasting six days or more.

At this point, the matter may be referred to a **formal Attendance Review**.

The review will consider:

- the employee's overall attendance record;
- the underlying reasons for absence;
- any medical evidence or occupational health advice;
- whether reasonable adjustments or alternative arrangements could be implemented.

Following this review, outcomes may include:

- continuation of support measures;
- further monitoring;
- redeployment or adjustments where appropriate;
- or, in some circumstances, termination of employment.

Termination will **not be automatic** and will only be considered following a full and fair review of all circumstances.

The purpose of this process is to support employee wellbeing while ensuring attendance levels remain sustainable for the organisation. Absence triggers are intended to prompt a **review and supportive discussion**, rather than automatically leading to disciplinary action.

At each stage, managers must consider the **individual circumstances of the employee**, including any underlying health conditions, patterns of absence, occupational health advice, and whether reasonable support or adjustments may be appropriate.

Warnings will not normally be issued without first considering whether **supportive measures** or other appropriate steps could address the situation.

8. Record Keeping

Data of staff sickness will be accessed by the Centre's Executive Director/HR Manager and the board.

Staff Sickness must be recorded through this form:

https://docs.google.com/forms/d/e/1FAIpQLSf26CdZaXdJNjk_Uz1fsjVTt1GcsNsKSiZa1WBDgdsJihn5Gg/viewform?usp=send_form

9. Return to Work Interview

A **Return to Work Interview** forms an important part of the sickness absence process. Employees are required to meet with their manager following a period of sickness.

Where possible, this meeting should take place **on the employee's first day back at work**, and **no later than three working days after their return**, unless the employee's working pattern makes this impractical.

The purpose of the Return to Work Interview is to:

- discuss the employee's health, wellbeing and recovery;
- review the employee's overall attendance record;
- update the employee on any work-related matters that occurred during their absence;
- consider whether any **adjustments or support** may be required and can be provided where reasonable to do so.

The meeting also provides the employee with an opportunity to raise any concerns or factors that may have contributed to their absence.

A record of the Return to Work Interview will be completed by the line managers. Where this is not possible at the time of the meeting, **the manager is responsible for ensuring the record is completed within 7 days.**

Back to work interview form can be found here:

https://docs.google.com/forms/d/e/1FAIpQLSf26CdZaXdJNjk_Uz1fsjVTt1GcsNsKSiZa1WBDgdsJihn5Gg/viewform?usp=send_form

10. Miscellaneous

If any provision of this Policy is found by a court of competent jurisdiction to be invalid, the parties nevertheless agree that the court should endeavour to give effect to the parties' intentions as reflected in the provision, and the other provisions remain in full force and effect.

11. Data Privacy and Confidentiality

3.1 Data Collection: Any personal data collected under this Policy shall be limited to what is necessary to manage and communicate about the sickness.

3.2 Data Usage: Personal data shall be used solely for purposes related to this Policy and shall not be disclosed to third parties unless required by law.

3.3 Data Storage: All personal data collected shall be stored securely, and appropriate measures shall be in place to protect against unauthorized access, alteration, or deletion.

3.4 Data Retention: Personal data shall be retained only for as long as necessary to fulfil the purposes of this Policy and thereafter shall be securely destroyed.

Ieuan Bater

Ieuan Bater

21/05/2026

Pamela Abankwa

Pamela Abankwa

01/06/2026