

Diocese of Elphin – HR Policy Handbook

Document Name: Attendance Policy
Document No: 9.1.2 (original)
Effective Date: 15th February 2019
Written By: Frank Mitchell, HR Advisor
Approved By: +Kevin Doran, Bishop of Elphin



Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.

This document outlines the Diocesan policy on Attendance. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).

"The employer" places great emphasis on the attendance of all staff members at work and will monitor each staff member's attendance record. Attendance is an important aspect of job performance and "the employer" aims to ensure that lateness and absence are kept to a minimum.

The purpose of this policy is to regulate the procedure for attendance.

Authorised absence

The following constitute authorised absence from work, once proper notification procedures are followed:

- approved annual leave;
- protective leave (eg, maternity, parental leave);
- approved business trips or external training courses;
- compassionate or other leave approved in advance.

Unauthorised absence

A staff member who is absent from work and who has not notified his/her manager to the reason for the absence, will be contacted to establish the reason for the absence. Failure to cooperate with "the employer" in this instance will result in the disciplinary procedure being applied.

Procedure for reporting absence

Unless prior approval has been given, a staff member absent from work must notify their line manager as to the cause and likely duration of absence ideally 2 hours before their scheduled start time, but no later than their starting time, or as specified in their contract of employment on the first day of absence.

Your supervisor or manager must be contacted directly and spoken too. Voice messages or text messages are not acceptable, nor is leaving a message with another staff member.

In cases of absence due to illness, absences of more than two days must be supported by medical certification. Certificates should be sent to your place of employment, no later than the third day of absence. For absence extending beyond one week, a weekly medical certificate is required.

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Medical certificates must include the following details:

- name and address of doctor;
- name and address of patient;
- statement indicating, in general terms, the nature of the illness or injury;
- opinion of doctor that patient is unfit for work;
- expected duration of incapacity;
- dates of issue and doctor's signature.

Return to work

On the staff member's return to work the line manager will conduct a return-to-work interview. This interview allows the manager to discuss the health and welfare of the staff member; provide support to the staff member; review the staff member's attendance and lateness record and highlight any concerns about attendance levels.

Medical appointments

Wherever possible, appointments should be arranged in the staff member's own time. Alternatively, where there is minimum disruption to the working day, managers may agree with staff members that the hours are made up at another time. Where this is not possible, a staff member should notify their manager of an appointment at the earliest opportunity, and may be required to provide documentation in evidence of the appointment.

Support

It is the aim of "the employer" to ensure that any staff member with a disability or who requires ongoing medical attention will be supported by "the employer". Staff members are encouraged to talk to their manager in this regard. All information will be kept strictly confidential. The HR advisor can provide advice if required.

Time-keeping

"The employer" places great emphasis on punctuality and will monitor each staff member's time-keeping record. Each staff member has a responsibility to ensure they are at their workplace ready to start work at the appointed start time. Staff members are also required to make a prompt start following lunch and breaks. Managers are expected to monitor and manage time-keeping.

Staff members are considered to be late if they arrive at their work place after the scheduled start time. If a staff member arrives for work more than 15 minutes late, he or she must report to their manager.

The appropriate stage of the disciplinary procedure will be instituted where a staff member is persistently late. Persistent lateness is defined as unauthorised lateness of 15 minutes or more, four times in three months.

Having reported to work, a staff member may not leave the premises without prior permission of their line manager and without signing out, where appropriate.

Record keeping

Staff members are required to ensure that the time recording system is accurate and up-to-date at all times. Inaccurate or poor recording may lead to the initiation of the disciplinary procedure. Recording the information for another staff member is not allowed and may also lead to the initiation of the disciplinary procedure.

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Out of Office

Personnel who are required to be out of the office on a regular basis should provide their line manager with their schedule so he/she can deal appropriately with enquiries.

Review

Attendance and lateness is monitored on a regular basis. Where levels of absenteeism fall below acceptable standards, the 'diocese' will seek to identify probable causes and rectify them.

For further information please contact:

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