

7-Minute Briefing: Annual Leave, Sickness & Absence Policy

1. Why it matters

This policy ensures that all CRGPA staff are aware of the guidelines on how time off (sickness absence and annual leave is managed, ensuring fairness, consistency and legal compliance. It also helps employees maintain a healthy work-life balance, supports wellbeing and allows CRGPA to plan resources effectively.

2. Who It Applies To

The policy applies to all CRGPA employees (permanent, temporary, agency, contractors).

3. Key Principles

- Annual leave needs to be taken within the allocated year, where possible at least 6 weeks' notice given and the annual leave must be requested on Cezanne.
- All sickness absences must be reported by telephone to your line manager (additional layer for ARRS staff) at least one hour before the start of your shift where possible.
- Failure to follow the sickness absence reporting procedure may lead to your absence becoming unauthorised and you may not be paid any sick pay and disciplinary action may be taken.
- If the absence is 7 days or less, employees must complete a self-certification form. For absence for over 7 days a Fit Note must be obtained by the GP.
- All sickness absence must be recorded on Cezanne.
- A return-to-work meeting must be carried out following any sickness absence. HR can support if needed and documented on Cezanne.
- Absence management trigger points are in place to set the expectations required for staff absence levels.
- There is support in place with potential reasonable adjustments and occupational health which will be reviewed on a case-by-case basis.
- There are other types of absences, for example: Jury service or Compassionate leave.

4. What you need to do

- Ensure compliance with the policy and seek support from HR if needed.

5. Roles and Responsibilities

- Chief Executive has overall responsibility for all CRGPA policies and procedures.
- Managers/Heads of Service will ensure that annual leave requests are considered in a fair and timely manner.
- All staff must ensure all processes are followed within the policy.
- HR will ensure the policy is complied with and support staff and managers in its fair application.

6. Consequences of Breach

- Failure to receive sick pay if not reported correctly.
- Potential disciplinary action if failure to follow the reporting procedure or reach an absence trigger point.
- Employees may not receive the support needed if they have sickness absence.
- Annual leave requests may be rejected if reporting process is not followed.
- Lost annual leave if allowance is not used in full by the end of a holiday year.

7. Where to find more information

Contact the HR Team.

8. Review & Monitoring

Reviewed every 3 years or if employment law changes.