



City of Dublin Education and Training Board

# Attendance Notification Policy for Staff

Document version	2
Drafted by	ETBI Group
Responsibility for this policy in City of Dublin ETB	Director OSD
Reviewed by Senior Leadership Team (SLT)	n/a at time drafted
Approved by Chief Executive	n/a at time drafted
Noted by Board	27/02/2020
To be reviewed	2 years from date of approval by CE

## 1. Scope

This policy applies to all staff of City of Dublin ETB.

## 2. Purpose

The purpose of this policy and procedure is to ensure that all staff are familiar with the requirements of appropriate notification to their line manager regarding absences from work and enable line management to inform HR as soon as is practicable of a staff member's absence.

Regular and punctual attendance is required of all staff however it is also necessary to ensure that the ETB and line managers deal with issues which may arise from time to time in a fair, consistent and supportive manner.

## 3. Policy Objectives

City of Dublin ETB is committed to the standardisation of reporting absences so that all staff are treated fairly and consistently in relation to absence management. It is also essential that staff members notify their line managers in a timely and appropriate fashion where they are absent or where they need to be off site during working hours.

## 4. Time-keeping

- 4.1 Regular and punctual attendance by all members of staff is required. Where any member of staff is absent from work he/she should notify his/her line manager as early as possible (e.g. for teachers this would be before classes commence) but no later than 10.00 a.m. on the date of absence.
- 4.2 If a staff member needs to leave the premises throughout the day, prior approval should be sought.
- 4.3 Staff who are working on flexi-time should ensure they 'clock out' before leaving the building for lunch and external meetings.
- 4.4 The start/finish time for staff is as per the relevant individual contract of employment or by agreement with line management.
- 4.5 Administration staff who work on flexi-time should commence work no later than 10.00am and finish no earlier than 16.00pm.
- 4.6 Persistent lateness or absence may result in disciplinary action in line with the provisions of the nationally agreed Disciplinary Procedures.

## 5. Annual Leave

- 5.1 A staff member's entitlement to annual leave from work is set out under legislation and their contract of employment.
- 5.2 Annual leave should be applied for well in advance with as much notification as possible provided to the line manager.
- 5.3 The granting of annual leave will be at the reasonable discretion of a staff member's line manager and/or HR depending on the requirements of the service. However annual leave will only be refused where it is reasonable to do so and objective reasons exist for same.
- 5.4 Line managers should advise HR where a staff member is seeking to avail of annual leave so that same is recorded accurately and fairly.

## 6. Other types of leave

There are many types of leave or time off work to which a staff member may be entitled such as: -

- Sick leave
- Maternity leave
- Paternity leave
- Adoptive leave
- Carer's leave
- Parental leave

In some cases above there are specific legislative notification periods which must be complied with by a staff member in order to avail of the relevant leave period. Full details on the types of leave available can be found on the staff intranet or by contacting the HR Department. Please note that there is a separate Sick Leave policy in place.

There may be times when a staff member requires time off work for specific reasons such as in the event of a family crisis, jury service, study leave etc. In addition, from time to time, staff members may need to attend seminars or education/training sessions and, in some cases, travel overseas. It is essential that timely applications for leave are made to a person's line manager or Head Office as appropriate to consider such absences.

Line managers are always encouraged to view an application by a staff member for leave in a reasonable and, where applicable, compassionate manner.

## 7. Recurring absences

Where a staff member establishes a pattern of persistent absence over a period of time, it may be necessary for their line manager or HR to hold a meeting with them to ascertain the reason for the absences and, where applicable, seek to put supports in place to assist the staff member.

If absences are due to underlying health issues, the ETB reserves the right to refer the staff member to Medmark for a medical recommendation.

## 8. Role of Human Resources

- To provide support and advice to staff members and line managers in the management of absences in order to optimise levels of attendance.
- To assist line managers in discussions and informal/formal meetings with staff members.
- To advise, monitor and communicate attendance levels through regular reporting mechanisms.

## 9. Implementation & Review

This policy will be reviewed by the executive in line with best practice, or in light of changes in legislation.

The date of implementation is 27<sup>th</sup> February 2020 which is the date of the noting of the policy by the City of Dublin Education and Training Board.