



# PUNCTUALITY AND UNAUTHORISED ABSENCE POLICY

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## Approval

Version	Name	Position	Signature	Approved Date
V2.0	S Longland	HR Employee Relations manager		13 Jan 2011
V2.0	Nick Farmer	CEO		
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## Glossary

Term	Description

## 1 INTRODUCTION

As an organisation we have to regularly review our policies and procedures to ensure we are providing our members and patients with a safe, high quality service. We also need to ensure that we treat staff and doctors consistently to prevent unfairness.

NHS Counter-Fraud and Security Services report that timekeeping is one of the biggest causes of losses in the NHS and we are now closely monitoring attendance.

All staff and clinicians should arrive in good time to commence their shifts at the published starting time. For any shifts, you should sign in using the swipe card machine when you are ready to start work and not before parking your car or making a drink. At locations where swipe cards are not in use, the local signing in procedure should be adhered to.

At satellite centres, the receptionist on duty will be asked to check that all times entered are truthful and accurate. Recording false information will be treated as a disciplinary matter. Healthcare professionals should note that dishonesty is treated as a serious matter by the GMC and NMC.

If you think you may for some unforeseen reason be unavoidably late arriving you should contact the shift Team Leader immediately to explain what has happened so that this can be recorded in the Team Leader's report.

Staff and clinicians should continue work until the end of the shift before leaving their desk and should not queue up next to the swipe card machines at any location. Likewise at satellite centres, staff are on duty until the end of the shift, unless permission to leave early has been given by the Team Leader or overnight controller on duty. The Team Leader will record this on their report and the signing-out sheet should reflect early finishing times so that pay can be accurately calculated.

Timekeeping will be reviewed on a weekly basis and staff and clinicians will receive written notification of any problems and appropriate action taken. Staff and clinicians will not be paid for unworked hours. Any attempt to claim payment for time not worked may be investigated as fraud.

The aim of the policy is to ensure we provide a fair employment environment, a safe service for patients and to enable staff and clinicians to leave promptly at the end of their shift rather than have to wait for late arriving colleagues to take over.

The reason for such a policy is owing to unauthorised absences which cause disruption and results in more work for others. Employees have both a duty and contractual obligation to attend work punctually.

This Policy applies to all employees and also to Badger GP members and self employed contractors.

## 2 POLICY

- Absence which has not been approved in advance by the line manager will be considered as unauthorised.
- Unauthorised absence will be noted by the Team Leader and reported to the line manager who will then investigate if there is no valid reason for the absence (e.g. illness or domestic emergency), and the Disciplinary Procedure may be invoked.
- In case of domestic emergencies, employees are permitted to take time off but must inform their Team Leader / line manager as soon as possible.
- Repeated cases of domestic emergencies will be investigated.
- If the absence is caused by illness, the Sickness Policy must be followed.
- Lateness for work will be investigated by the employee's line manager and warnings given where appropriate.
- If you have 3 or more lateness incidents in a rolling 2 months or more than 4 in a rolling 3 months, or any unacceptable pattern of lateness you will be asked to attend a review meeting with your line manager.
- Continued lateness may result in the Disciplinary Procedure being invoked
- Persistent absence or lateness may lead to dismissal.