

## Absenteeism / Sickness Policy



- 1.1 All absenteeism will be recorded on the member of staff's personnel file. The information will be reviewed, assessed, and discussed during formal supervisions and, where acceptable, personal targets will be set.
- 1.2 Avoidable absenteeism, such as short notice (in line with the staff members handbook on minimum notice required for cancellation of shifts), unexplained/un-evidenced sickness, will not be tolerated and may lead to disciplinary action.
- 1.3 Xander Recruitment Group may take action against an employee for high levels of absenteeism, if deemed necessary and if the employee:
- Has not followed the procedures outlined in their staff handbook relating to staff cancellation of shifts accepted and booked in for
  - Has been absent due to illness on 5 separate occasions; and/or
  - Has discussed matters at a return-to-work interview that required an investigation

Xander Recruitment Group may deem it appropriate to use the Bradford Formula as one method of assessing the impact of periods of leave whenever it considers it necessary.

The Bradford Formula is a means to allocate points to each occasion of absence based on the number of days absent and the number of occasions in a rolling 12-month period. The Bradford Formula attributes a higher points score to short and more frequent absences than those longer and infrequent in nature, though longer term absences may be addressed in a different manner. If Xander Recruitment Group uses the Bradford Formula as a method of measuring absenteeism, Xander Recruitment Group may take the necessary action against an employee if they reach 45 Bradford Formula points or more.

The Bradford Formula calculation is 'P x P x D', where P is the number of periods of absence over a period and D is the total number of days of absence over the same period. For example:

- If Employee A is absent for 1 day on the first occasion, the calculation would be  $1 (P) \times 1 (P) \times 1 (D) = 1$  point
  - If Employee A is absent for 2 days on the second occasion, the calculation would be  $2 (P) \times 2 (P) \times 3 (D) = 12$  points
  - If Employee A is absent for 3 days on the third occasion, the calculation would be  $3 (P) \times 3 (P) \times 6 (D) = 54$  points
- 1.4 Any data collected as part of this policy will be processed in accordance with current Data Protection legislation, the Privacy Notice issued to staff and the Data Security and Data Retention Policy and Procedure at Xander Recruitment Group.

Xander Recruitment Group appreciates that certain health data and medical records will be special category data and Xander Recruitment Group will process this data accordingly.

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Alex Stockley - Managing Director – XANDER RECRUITMENT GROUP LIMITED

*Alex Stockley*

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