

Staff Lateness Policy

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Version Control

Version 1 24/08/18 Creation of 'Lateness' policy

About this policy

This policy deals with lateness, reporting lateness and how we manage lateness absence.

Failing to report lateness under this policy will be treated as misconduct.

This policy does not form part of your contract of employment and we may amend it at any time.
This policy is only applicable to employees.

Introduction

'**Southern Ultrasound**' provides contracted services to third-party Healthcare Providers. These Clients arrange patient examination bookings according to an agreed schedule and depend on the services of this Company to perform the agreed duties.

Punctual and regular attendance at work is essential to **Southern Ultrasound** business and contributes towards efficient working. While recognising **Southern Ultrasound** has a duty of care to its employees who are unavoidably absent due to ill-health, we also have an obligation to take reasonable steps to address the effect that unacceptable levels of non-attendance has on its services and the impact on other employees.

Staff absence, therefore, impacts on the reputation of **Southern Ultrasound**, the reputation of the Client and directly on the quality of Patient Care and Client relationships.

It is therefore vital that this Company is able to provide substitute personnel, when a member of staff is unable to attend their workplace on time due to lateness or any other reason.

Policy Statement

It is essential that employees attend work regularly to enable **Southern Ultrasound** to deliver the service its clients and patients deserve.

We recognise that some level of absence through ill-health is unavoidable, this is dealt with under our Separate 'Absence & Sickness' Policy.

This policy deals with Lateness, which can have just as significant impact on our services and imposes extra pressures and duties on other staff.

Responsibilities

Director(s)

- ensure suitable policies and procedures are in place to allow service managers to monitor and react appropriately to staff lateness.
- Monitor overall lateness levels and deal with repeated issues that are beyond the control of the service managers

Service Managers

- ensure that employees clearly understand the working arrangements and the procedure for reporting lateness absences from work at their location
- monitor the attendance of employees and ensure they are aware of the level of attendance expected of them
- be familiar with this policy and procedure and ensure all related matters are dealt with promptly, sensitively and in accordance with the procedure detailed in below

All Staff

- ensure that they familiarise themselves with and comply with this policy and procedure
- seek to keep absence from work to a minimum and comply with the sickness/absence reporting requirements

How to report that you are going to be late

Any member of staff who finds they will either, not be able to attend a booked session, or will not arrive at the workplace in time to commence the session at the booked time, MUST follow the procedure outlines below:

1.0 Notification of 'Southern Ultrasound'

- a. **Vascular Ultrasound staff:** - Our Vascular Service Manager, Mr John Kerr, must be contacted as early as possible on : 07738 534 302.
- b. **Administration staff:** - Our Company Director, Kevin Rendell must be contacted as early as possible on : 07949 053377

In the event of the above contacts not being available, you should contact another member of staff who they believe will be affected by the absence – eg a colleague

Once notified of late arrive, we will attempt to arrange alternative staff-cover to ensure service continuity or take actions necessary to ensure as minimal patient inconvenience as possible.

Lateness Pay Deductions

Employees should be at their work station ready to commence work from at least the start time of their conditioned hours.

The Company is unable to pay staff for periods when they not available to work due to lateness.

From 1st January 2019, we shall deduct wages for time not worked due to lateness of more than 5 minutes.

Eg:

- 6 minutes late - employee loses 6 minutes pay.
- 10 minutes late - employee loses 10 minutes pay. etc

Staff who are more than 5 minutes late must report to their line manager to document their arrival time to ensure appropriate records are provided to Accounts.

Repeated Lateness

We fully understand that changes in traffic, delays in public transport and the exception to daily routine can lead to occasional lateness, however repeated lateness, regardless of the duration, cannot be deemed acceptable.

Repeated lateness is classed as

- More than 4 occasions in 4 weeks
- More than 20 occasions in the year.

In these situations, a meeting between the staff member and management will be organised, in line with the Company's Disciplinary, Dismissal & Grievance Procedures – a copy of which can be found in the Policy & Procedure sub-section of the Company's on-line Quality Assurance system.

First lateness meeting

This meeting will be to discuss the reasons for the lateness.

We will also want to discuss whether there are any steps that the employee or the Company could take to improve your time-keeping.

Where the lateness is likely to be repetitive, it may be appropriate to agree a change in working hours if this is in keeping with the job role and Company requirements

For irregular, but repeated, short-term lateness concerns, the Company may set the employee targets for improvements.

The meeting will be classed as a First Written Warning

If the lateness absence does not improve

We will monitor your progress following the first lateness meeting. If the staff member is unable to meet any targets set, or the issue persists, we will invite them to another meeting.

The point of the second meeting is to assess whether the absence situation is likely to improve.

Where it is appropriate, we will again consider modifying shift times.

This meeting will represent a second Written Warning and indicates that the employee is at risk of dismissal.

Final lateness absence meeting

Where there is no improvement in reaching any targets set for reduction of short-term lateness we will invite the employee to another meeting.

This meeting will include an assessment of whether or not to terminate the contract of employment.

We will consider any points that the employee raises in relation to their lateness and the likely of improvement.

Appeal against decisions under this policy

Where you want to appeal against decisions taken under this procedure, the employee must set out your appeal grounds in writing. They will be required to submit the appeal within one week of the date on which the decision they are challenging was sent to them.

We will seek to hold an appeal meeting within three weeks of receiving the appeal.

We will seek to deal with the appeal fairly and reasonably. The decision will be provided to them in writing, usually within two weeks of the appeal hearing.

They will have no further right of appeal under this policy.

Where they lodge an appeal against dismissal, the date of dismissal does not change. If the appeal is successful, the dismissal will be revoked and they will receive any relevant back pay.

Policy Standards

Monitoring processes

The Director(s) monitor lateness related issues, via reports from the Service Managers. Monitoring of this policy, together with its implementation, shall be performed by the IG Lead.

Distribution and Awareness Plan

All staff are made aware of the policy as part of their induction training. If there are any significant changes to the policies that affect the way in which staff initiate or respond, these are communicated to them via team briefs and staff meetings.

A copy of the policy is available to all staff via the Policy sub-folder of the Company's on-line Governance Framework folder, and can be accessed 24/7 from any location with Web Access. A hard copy version is retained at all sites of operation, and is available to view or download on the company's website.

Approval & Review

This policy has been approved by the undersigned and will be reviewed annually and any time there is a change in the Law, Guidance or Best Practice Recommendations.

Policy Created: 24/08/18

Kevin Rendell



Policy last reviewed: v1 14/03/19

Director & IG Lead

Equality Impact Assessment

An Equality Impact Assessment has been performed on this policy and procedure. The EIA demonstrates the policy is robust; there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

		Y/N	Comments
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	▪ Race	No	
	▪ Ethnic origins (inc. gypsies and travellers)	No	
	▪ Nationality	No	
	▪ Gender	No	
	▪ Culture	No	
	▪ Religion or belief	No	
	▪ Sexual orientation including lesbian, gay and bisexual people	No	
	▪ Age	No	
	▪ Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	NA	
4.	Is the impact of the policy/guidance likely to be negative?	NA	
5.	If so can the impact be avoided?	NA	
6.	What alternatives are there to achieving the policy/guidance without the impact?	NA	
7.	Can we reduce the impact by taking different action?	NA	