

Time and Attendance Policy

Scope and Purpose

The Time and Attendance Policy applies to all employees at Autism East Midlands regardless of position or type of employment and outlines our expectations for an employee's time and attendance, their manager's responsibilities, and disciplinary measures if required.

The purpose of the system;

- To measure time and attendance of employees
- To assist in data collection for payroll
- To control and manage access to site and restricted areas

Regular Work Attendance

You are expected to be present for work, on time, every day. Regular attendance and punctuality are important to keep your team and the service running effectively. Arriving late, or absence from work causes disruptions and burdens colleagues.

You are expected to be at work and ready to work when your scheduled shift or work pattern begins or resumes.

Reporting Absences

If you are unable to be at work due to sickness you must contact your manager as soon as possible. There is an expectation that you will contact a minimum of 4 hours before the start of your scheduled working day. If you expect to be late for your working day you must contact your manager as soon as possible and provide the time you expect to arrive. If your manager is not available, you should contact another member of management.

In all cases you must report your absence yourself via telephone, unless you are physically unable to contact Autism East Midlands, then you should ask another person to make contact on your behalf. This would only be accepted in very few circumstances such as hospitalisation. Leaving a message with a co-worker or answering service is not considered proper notification.

When you call in absent, you should provide your expected time or date of return. You must report each day you are absent. Autism East Midlands reserves the right

to require proof of the need for absence such as a fit note or other verification, if allowed by law.

The following list, although not exhaustive, includes reasons not considered excused absences:

- Waking up late.
- Stopping on the way to work for personal reasons.
- Bad weather, excluding extreme weather conditions like blizzards and floods.
- Holidays that haven't been approved by Autism East Midlands.

You may request exceptions for work absences from management. These must be approved on a case-by-case basis. Scheduled absences should be arranged as far in advance as possible. When you need to be absent during the workday, you should attempt to schedule outside appointments or obligations so your absence has the smallest impact possible on business operations

Requirement of individuals

You are responsible for monitoring your working hours through our time and attendance system with the use of fob access in and out of building at the nominated clock in and clock out points. Please be diligent in recording your hours using the fob access, so you can accurately receive your due payment.

You must **clock-in and clock-out** for each shift or working day. Failure to clock-in and clock-out will affect the recording of payroll calculations and may result in discrepancies in payment of salaries. If there is any problem recording a clock-in or clock-out, inform your manager immediately.

Employees who consistently fail to clock-in or clock-out may be subject to disciplinary action.

If you are consistently late or absent, an informal meeting will be arranged with your manager to discuss. If there is reason to suspect abuse regarding absence, this may lead to a disciplinary process under the relevant policies.

In the event of a forgotten fob, you must inform your manager immediately so appropriate action can be taken.

In the event of lost personal fob, you must inform your manager immediately and a replacement fob will be requested. You should fill in a replacement form and deductions will be taken from your salary of £5.00 (this is subject to change from fob provider)

Abuse of Time and Attendance

Unauthorised and unreported absences do not count as hours worked, so Autism East Midlands does not compensate them.

The following categories are examples of abuse although not exhaustive.

- Using another member of staff's fob to gain access or leave the building
- Giving your fob to another member of staff to use on your behalf
- Giving your fob to anyone who is NOT an AEM staff member, including contractors, visitors and providers.

The following list, although not exhaustive, includes attendance infractions:

- Absence without prior authorisation
- Excessive absences.
- Excessive lateness.
- Early departure from shift without manager authorisation
- Late return from lunch or break (over 5 minutes).
- Failure to clock-in or clock-out.

Suspected abuse of this policy will be subject to investigation and potential disciplinary action under the disciplinary policy.

If you are late consistently, an informal meeting with your line manager will be set up through supervision. We may invoke the disciplinary policy if:

- Informal discussion does not result in improvement.
- We find that you are willfully late.
- Your absenteeism impacts your work.

Please sign to indicate you have read, understand and will comply with the requirements of the Time and Attendance reporting system policy

Signature:	
Printed:	
Date:	

Replacement Fob Request

Name of Employee	
Fob Number	
Date and location of Fob lost (if known)	
Signature of Employee	
Site	
Signature of Manager	
Date	
Date of submission to provider	