

WINNER EDUCATION

Absence Policy

1. Purpose

This policy outlines the expectations, procedures, and responsibilities relating to absence for all agency workers engaged by Winner Recruitment Ltd.

The aim is to:

- Ensure consistent management of absence
- Maintain service delivery to clients
- Support workers where genuine absence occurs

2. Scope

This policy applies to all agency workers supplied by Winner Recruitment to client sites, regardless of assignment length or role.

3. Reporting Absence

3.1 Notification Requirements

Agency workers must:

- Notify Winner Education as soon as possible, and no later than 6 hours before the start of their shift.
- Contact must be made in writing to your consultant via **Email/Text Message/WhatsApp**
- Provide:
 - Reason for absence
 - Expected duration of absence

Failure to follow the correct reporting procedure may result in the absence being recorded as unauthorised.

3.2 Ongoing Communication

- Workers must maintain regular contact with their consultant during absence
- Updates must be provided for absences exceeding one day
- A return-to-work confirmation may be required

4. Sickness Absence

4.1 Self-Certification

- Absences of up to 7 calendar days can be self-certified

4.2 Fit Notes

- Absences exceeding 7 calendar days require a Fit Note from a GP or medical professional
- Fit Notes must be submitted promptly

4.3 Statutory Sick Pay (SSP)

Eligibility for Statutory Sick Pay (SSP) will be assessed in line with current legislation. Workers must:

- Provide appropriate medical evidence
- Comply with reporting procedures

5. Unauthorised Absence

Absence may be classed as unauthorised where:

- No notification is provided
- Reporting procedures are not followed
- False or misleading information is given

Unauthorised absence may result in:

- Removal from the current assignment
- Reduced future work opportunities
- Termination of engagement

6. Persistent or Short-Term Absence

Where a pattern of absence is identified, Winner Recruitment may:

- Review attendance records
- Conduct an absence review discussion
- Consider suitability for ongoing assignments

While agency workers are not employees, maintaining reliable attendance is essential for continued engagement.

7. Medical Appointments

- Workers should, where possible, arrange appointments outside working hours
- Where this is not possible, reasonable notice must be given
- Approval is subject to client requirements

8. Return to Work

- Workers must confirm fitness to return before attending assignment
- A return-to-work discussion may be conducted
- Failure to confirm availability may result in loss of shifts/days

9. Right to Terminate Assignment

Winner Recruitment reserves the right to:

- End or reassign placements where absence impacts operational requirements
- Replace workers to meet client demand

10. Data Protection

All absence-related information will be handled in accordance with:

- UK GDPR
- Data Protection Act 2018

Medical information will be treated as confidential.

11. Policy Review

This policy will be reviewed periodically to ensure compliance with current legislation and operational requirements.