

Attendance Management Policy Statement



Policy Number	103
Policy Owner	Head of P & D
Version	2.0
Last Review Date	Sept 2011
Next Review Date	August 2013
Date of SDG approval	October 2011 for Note
Protective Marking	Not protectively marked

This document has been assessed for:	
Compliance with Legislation	<input checked="" type="checkbox"/>
Equality Impact Assessment	<input checked="" type="checkbox"/>
Freedom of Information issues	<input checked="" type="checkbox"/>
Human Rights compliance	<input checked="" type="checkbox"/>
Health and Safety	<input checked="" type="checkbox"/>
Risk Management	<input checked="" type="checkbox"/>

Attendance Management Policy Statement

The Force recognises the value of regular attendance and the importance of individual contributions to the overall achievements of the organisation. Managing attendance appropriately will help to maintain effective and efficient levels of service. Promoting a positive attendance culture will enable the Force to deliver on key objectives, providing quality services to the public and is at the forefront of the Chief Constable's mission of Putting People First. In addition to promoting an attendance culture the starting point for supporting individuals' well-being has to be good quality management, effective work organisation and progressive HR working practices.

It is accepted that ill health and absence is unavoidable and it is equally important to recognise the importance of individuals feeling valued by having measures in place to encourage and support people to remain at work wherever possible and to assist those who are on sick leave to return to work as early as possible. Cleveland Police is committed to supporting the health and well being of its entire staff. It has a range of services accessible through the occupational health unit and runs health promotion activities and health screening throughout the year.