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# GoWise Learning - Staff absence and sickness policy

**Approved by:** Anamaria Blanaru, GoWise Learning CEO & Founder

**Review Frequency:** Annual

**Next Scheduled Review:** November 2026

This policy outlines our organization's approach to managing staff absences and sickness. We recognize that illness and personal circumstances can affect attendance and our goal is to handle such situations with fairness, empathy and consistency while ensuring continuity for our learners and colleagues.

## 1. Policy Statement

Our organization values the wellbeing and dignity of every staff member. We believe that a healthy, supported workforce is essential for providing quality education and care. This policy promotes a compassionate approach to absence management, balancing individual needs with organizational responsibilities.

## 2. Scope and Application

This policy applies to all employees, tutors, contractors and volunteers, regardless of working hours or employment type. It covers sickness, medical appointments, emergencies and other unavoidable absences.

## 3. Definitions

- Short-term absence: Up to 7 calendar days.
- Long-term absence: Over 4 consecutive weeks.
- Unauthorized absence: Failure to attend work or report absence without valid reason.
- Reasonable adjustments: Temporary or permanent changes made to support an employee's return to work.



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#### **4. Reporting Procedure**

Staff must notify their line manager or designated contact as soon as possible, ideally at least one hour before the start of their scheduled shift or session. If the absence is likely to continue beyond the original estimate, the employee should provide regular updates, typically every three working days.

Information required when reporting an absence:

- General reason for absence.
- Expected duration of absence.
- Impact on scheduled sessions, meetings or duties.

Contact method: phone call **(+44) 7398 693 595** followed by an email [info@gowiselearning.co.uk](mailto:info@gowiselearning.co.uk) or message confirmation.

#### **5. Certification and Evidence**

Absences of up to 7 calendar days can be self-certified. For absences lasting 8 days or more, a Fit Note (Statement of Fitness for Work) from a GP is required. Managers may request additional evidence where necessary and reasonable.

#### **6. Sick Pay and Entitlements**

Employees who meet eligibility criteria may receive Statutory Sick Pay (SSP) from the fourth consecutive day of sickness. Any company sick pay arrangements will be outlined in individual employment contracts. Self-employed tutors and contractors are not eligible for SSP but are expected to communicate promptly and assist with rescheduling where possible.

#### **7. Medical Appointments and Preventative Health**

Whenever possible, staff should schedule medical or dental appointments outside of working hours. If this is unavoidable, reasonably paid or unpaid time off may be granted depending on individual circumstances. Employees are also encouraged to attend routine health checks or preventative care appointments to maintain wellbeing.

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## **8. Long-Term and Frequent Absences**

If an absence extends beyond four weeks or there are frequent short-term absences, a well-being meeting may be arranged. This discussion aims to identify support needs, explore possible adjustments and agree on a return-to-work or health management plan.

## **9. Return to Work and Phased Return**

On returning from sickness, staff may have a short return-to-work discussion with their manager. For longer or serious illnesses, a phased return may be agreed—this could include reduced hours, lighter duties or flexible working for a set period.

## **10. Mental Health and Wellbeing Support**

The organization recognizes the impact of mental health on attendance and performance. Staff experiencing stress, anxiety, or emotional fatigue are encouraged to seek support early. Conversations will be treated sensitively and confidentially. Where appropriate, referrals to well-being resources or counselling may be made.

## **11. Unauthorized or Unexplained Absence**

Failure to notify management of an absence or to provide required certification may be considered unauthorized. Persistent unauthorized absences may lead to contract review.

## **12. Confidentiality**

All medical or personal information shared under this policy will be handled in strict confidence and stored securely. Only those directly involved in managing the absence will have access to this information.

## **13. Equality and Fair Treatment**

Absence and sickness procedures will be applied consistently and fairly. No individual will be treated less favorably on the grounds of disability, gender, age, race, religion or any other protected characteristic under the Equality Act 2010.



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#### **14. Record Keeping and Monitoring**

The Director is responsible for recording absences and maintaining accurate records for audit and support purposes. Absence data may be monitored periodically to identify patterns and inform wellbeing initiatives.

#### **15. Review and Policy Ownership**

This policy will be reviewed annually or sooner if required by legislation or organizational change. The Director is responsible for ensuring this policy remains up to date.

#### **16. Contact Information**

For sickness reporting or information needed about absence management, please contact Anamaria Blanaru on **(+44) 7398 693 595** followed by an email [info@gowiselearning.co.uk](mailto:info@gowiselearning.co.uk).