

Standard



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London Underground Limited
Human Resources

Attendance

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1.0 Purpose

- 1.0.1 The purpose of this Standard is to outline the general requirements expected of employees and the measures which shall be taken by London Underground Limited (LUL) to improve levels of attendance as far as practicable in order to assist in the delivery of an efficient, safe and reliable service to its customers. LUL recognises that most employees conscientiously attend work regularly and only stay away from work when they are genuinely unwell. Absence due to sickness may be unavoidable and LUL does not require, nor does it wish, employees who are unfit for work to attend for duty.

2.0 Scope

- 2.0.1 This Standard applies to all employees of LUL.
- 2.0.2 This Standard shall be enforceable from 27/01/03.

3.0 Requirements

- 3.0.1 LUL acknowledges the demands of the operating railway working environment and shall provide appropriate preventative interventions to reduce sickness absence, with specialist support from London Underground Occupational Health (LUOH).
- 3.0.2 All employees shall be expected to attend for work regularly in order that LUL can deliver an efficient, safe and reliable service to its customers.
- 3.0.3 Employees are required to take measures to keep absence from work and any consequent adverse effects on the service to a minimum by making every effort to:
- a) maintain good health standards and take precautions against illness and accidents at work and elsewhere, and ensure regular attendance;
 - b) give advance warning of any problems that might affect attendance and timekeeping;
 - c) not let minor ailments affect timekeeping and attendance;
 - d) minimise the effect of personal problems and any transport difficulties;
 - e) attend to personal affairs, including medical appointments of a routine nature, outside working hours, whenever possible;
 - f) demonstrate a commitment to the company and work colleagues by regularly attending work.
- 3.0.4 Employees with high levels of sickness absence shall be treated by LUL in an understanding, fair and supportive manner with the aim of rehabilitation back to work as soon as practicable.
- 3.0.5 Where employees are unable to undertake the full range of duties required by their job due to a long-term medical condition, LUL shall consider action, which may include reasonable adjustments to working arrangements, support in finding alternative employment or medical termination, as appropriate, in accordance with any relevant agreements with the trades unions.

3.0.6 Where employees consistently fail to attend work to the standards required despite advice and guidance from their manager and, where appropriate, LUOH, disciplinary action may be taken which may lead to dismissal.

4.0 Responsibilities

4.1 All Employees

- Shall comply with the requirements regarding attendance at work.

4.2 All Managers

- Shall take steps to comply with the requirements outlined in this Standard in respect of their areas of responsibility, and ensure that fair and consistent action is taken to deal with high levels of non-attendance in accordance with the relevant procedures.

4.3 General Manager HR

- Shall review the effectiveness of this Standard and audit compliance with the requirements stated therein.

5.0 Appendix – Supporting information

5.1 Supporting and other Relevant Documents

Company Employment Policy
Code of Conduct Standard
Discipline Standard
Attendance at Work Procedure
Attendance at Work Guidelines

6.0 Appendix – Informative references

6.1 Document history

Reference & revision no.	Date	Changes	Author
HRP/AT1	27.02.02	First draft	L. Arwood
HRP/AT1	12.03.02	Second draft - Revisions from consultation	L. Arwood
HRP/AT1	23.04.02	Third draft – Revisions from consultation	L. Arwood
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6.2 Document index data / properties

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