# Acting in Absence Policy

**Who is covered by this policy?**

Line Managers

**What is covered by this policy?**

This policy outlines the procedure to be followed to ensure planned staff absence is covered effectively.

**The Policy**

To ensure continuity of leadership and accountability for delivery in any given team, *[CHARITY NAME]* has a policy of appointing an individual to act in absence for any line manager or other member of the team who is absent on leave or anticipated sickness.

Acting in absence has the added benefit for the line manager of developing leadership and management skills within their team, and enables the individual to learn new skills and build their confidence and experience.

**Acting in Absence Procedure**

1. The line manager identifies a member of staff who they wish to act in absence.
2. A discussion is held to clarify the staff member’s willingness to take on the acting in absence role.  If the staff member is unwilling the line manager will choose someone else.  This may sometimes be a staff member or line manager from another team.
3. A meeting is scheduled immediately prior to the cover period for the manager to fully brief the staff member concerned on what activities, actions and priorities are planned during their absence and to clarify levels of authority.
4. If appropriate the staff member may be required to attend the *[monthly leadership team meeting and carry out subsequent staff briefing]* (even if the line manager has returned).
5. The line manager will brief the rest of the team about who is acting in absence and will reinforce that the nominated staff member has the same level of authority, for the period of acting in absence, as the manager.
6. The line manager will let the organisation know (via an email) who is acting in absence whilst they are away.

1. The line manager will organise for their emails to be automatically forwarded to the nominated staff member.
2. The line manager will ensure that their out of office message and voicemail states who is acting in absence for them.
3. Upon return from leave the line manager and the staff member will have a handover/de-brief meeting within two days.

In the event, for whatever reason, the nominated staff member is unable to take a decision or carry out a piece of work, they will seek help and guidance from their senior manager.

In the event that the staff member is taken ill unexpectedly, the senior manager will decide who will act in absence.