

## Policy

### Sickness

#### Notification Procedure

You are required to telephone your Line Manager on the first day of sickness absence, at least one hour prior to the start of your working day, stating why you are absent, and when you expect to return. If your absence continues, you must contact them regularly to update on your continuing absence.

You must provide the appropriate documents as referred to below at the relevant times, and complete any absence recording documentation as required on your return to work.

Please note that personal contact is required at all times when contacting the Company. The sending of text messages, WhatsApp messages, email or notification by social media will not be accepted as valid notification.

Failure to notify the Company as set out may result in disciplinary action being taken.

#### Notification of Infectious Diseases

You must notify the Company if you are suffering from or have symptoms of a notifiable infectious disease, e.g. mumps, measles, or food poisoning, or where you have been in close contact with someone with such an illness. Where you have been off work with this type of illness, you must contact the Company and your G.P. prior to returning to work to ensure that it is safe to do so.

#### Documenting Periods of Absence

You should produce the following written evidence of absence and ensure that appropriate documents are provided for the whole of your absence:

- Self-Certificate -
  - for absence of up to and including 7 calendar days.
- Statement of Fitness for Work -
  - for absence of more than 7 calendar days; or,
  - when requested, where more than 3 periods of self-certificated absence occur in any 12 month period (this may have to be obtained at your own expense); or,

You should forward the relevant documents and any correspondence to your Line Manager as soon as possible. Failure to do so may result in sick pay being delayed or withheld, and action under the Disciplinary Procedure being taken.

Where your G.P. or medical advisor has issued a Statement of Fitness for Work indicating you may be fit for some work, you must notify your Line Manager at the earliest opportunity so that a return to work may be considered.

The Company reserves the right to require you to undertake a medical examination by a medical practitioner and/or specialist of the Company's choice, and/or to seek a report from your G.P.

Where the Company wishes to seek a report from your G.P., you have rights under legislation. A summary of these rights is included later in this Handbook, under 'Access to Medical Reports'.

### Statutory Sick Pay

Statutory Sick Pay (SSP) will be paid when you are absent from work due to sickness, provided that you have complied with the requirements and conditions attached to its payment.

### When SSP is Payable

SSP is paid at the rate currently applicable, via the same method as normal earnings.

The qualifying days for Statutory Sick Pay purposes are your normal working days.

### When SSP is not Payable

SSP is not payable in certain circumstances, the principal ones being:

- if you have failed to follow the sickness notification procedure;
- if your employment has terminated;
- for days on which you do not normally work, for example if you work Monday to Friday and not at weekends, SSP will normally apply to those 5 days only.

The rules on SSP are very complex and you should not hesitate to raise any query you may have with the Company.

### Other Payments During Sickness Absence

For absence due to sickness, the Company provides an additional benefit over and above any entitlement to Statutory Sick Pay (SSP). Your Statement details the remuneration to which you may be entitled during periods of sickness.

In determining eligibility for payment, any periods of paid absence occurring during the twelve months immediately preceding the first day of a further period of absence will be taken into account.

All payments made include SSP.

As with SSP, the notification procedure must be followed in order to qualify for payment.

Eligibility for sickness payment will not prevent the Company from terminating your employment prior to the expiry of the above maximum benefits.

The Company reserves the right at its discretion at any time to withdraw or amend this benefit if your absence, or that of employees generally, is excessive and to take disciplinary action where appropriate.

Where payable, sickness or industrial injury benefit must be claimed from the appropriate Government Agency and any benefit received must be notified to the Company; such benefits will be deducted from the above payments.

If you are absent because of incapability for work due to elective surgery, including cosmetic surgery, you will not be entitled to receive any sick pay from the Company other than SSP.

If you are absent because of incapability for work caused by your participation in extreme sports you will not be entitled to receive any sick pay from the Company other than SSP.

If you are absent from work due to injury or illness caused by a third party, any payments made by the Company as sickness payment will be classed as a loan. This will be repayable to the Company by you if compensation for loss of earnings is recovered from the third party.

If you are absent due to sickness during the course of disciplinary proceedings or during investigations into alleged breaches of rules, procedures or contractual obligations, you will not be entitled to payment from the Company other than SSP.

If you are on paid suspension and become unfit for work or unable to attend any necessary meetings due to sickness, your suspension may be lifted. If your suspension is lifted, you may no longer be entitled to full pay or sickness payment from the Company other than SSP.

If you have been absent due to sickness and are found not to have been genuinely ill, you may be subject to action under the Disciplinary Procedure, which could include dismissal.

#### [Return to Work Interviews](#)

Having regard to its duty of care to its employees, the Company will complete a return to work interview after any sickness absence.

This will ensure that you are fit for work and will explore whether you anticipate any further absence relating to your illness. This will also give you an opportunity to discuss any concerns you may have regarding your illness with your Manager.