

<<Company Name>>
Sickness and Absence Policy
<<Date>>

1. **Aim of this Policy**

This policy is designed to assist the Company in effectively managing sickness related and other staff absence. The Company recognises the importance of ensuring that employees are supported through any periods of absence and their subsequent return to work. Through an effective Sickness and Absence Policy the Company will be better positioned to identify any potentially unsafe work practices, any issues affecting employee morale and any other underlying problems employees may be facing.

2. **Sickness**

2.1 If you are unable to come to work for any reason, you must inform the Company by contacting << your manager >> at least << one hour >> before the time you would normally be due to start work on the first day of absence. You should indicate the reason for your absence and its likely duration. In the event that your absence continues for a number of days or weeks, you must maintain regular contact with the Company to keep us informed of the reasons for your ongoing absence and the date when you expect to be able to return to work.

2.2 All periods of absence through sickness must be covered by a sickness self-certification form. It is important that the completed form indicates actual days of sickness, even if they include days when you would not normally have worked (e.g. weekends and public holidays).

2.2.1 For sickness absence of up to << 7 >> calendar days, you should complete the self-certification upon your return to work and hand it to <<your manager>>.

2.2.2 For sickness absence of more than << 7 >> calendar days, you must also provide a medical certificate. Subsequent medical certificates must be produced as necessary to cover the total duration of the period of absence.

2.3 EITHER

[You have no right to sick pay other than statutory sick pay (SSP).]

OR

[Company sick pay will be paid at the discretion of the Company and will not be unreasonably withheld. To qualify for company sick pay you must have completed 3 months' continuous service with the Company and have complied with the above requirements regarding notification of absence and provision of certificates. Maximum entitlement to company sick pay is determined according to your length of continuous service, as follows:

<< 0-3 months >>

<< Statutory Sick Pay only >>

<< 3 months - 2 years >>

<< 1 week's full basic pay >>

- | | |
|-------------------------|---|
| << 2-5 years >> | << 1 week's full basic and 2 weeks' half basic pay >> |
| << More than 5 years >> | << 2 weeks' full basic and 4 week's half basic pay >> |

OR

[Provided you comply with the Company's sick pay requirements you will be paid your normal basic salary for <<number of days for which sick pay will be paid>> in total in any calendar year.]

- 2.4 Where the Company makes full payment in times of illness or injury, this includes any entitlement to statutory sick pay (SSP). Where the Company pays half pay, SSP will be added but the total of company pay and SSP will not exceed normal full basic pay. The Company will not normally make payment for more than 6 individual days of absence in any rolling 12-month period.
- 2.5 You will forfeit entitlement to company sick pay if:-
- 2.5.1 You fail to comply with notification and certification requirements;
 - 2.5.2 You make or produce any misleading or untrue statement or document concerning your fitness to work;
 - 2.5.3 Your incapacity has been caused by participation in dangerous sports or activities.]

3. **Long-Term and Persistent Absence**

- 3.1 The Company will treat as long term absence any period of extensive absence due to serious or significant illness over a prolonged period. Alternatively long-term absence may consist of a series of unconnected short-term illnesses. Where the Company is of the opinion that a period of absence is long-term, it will inform the employee of such and:
- 3.1.1 require that the employee keep in regular contact with the Company, at such intervals as agreed between the Company and the employee; and
 - 3.1.2 ensure that the employee is kept informed as to any possible threat to their employment.
- 3.2 The Company will treat as persistent absence a series of unconnected short-term illnesses.
- 3.3 It may be necessary in incidences of long-term or persistent absence to treat the matter as an issue of capability or conduct. In such circumstances the Company will:
- 3.3.1 investigate the absence through "Return to Work Interviews" (where appropriate, pursuant to Clause 4) and the obtaining of medical reports in accordance with Sub-clauses 3.4 and 3.5 below;
 - 3.3.2 set time limits on the assessment of the employee and keep him or her informed of such;

- 3.3.3 consider adjustments to the job in order to facilitate a return to work or to allow the employee to do their job more easily, for example the implementation of flexible working arrangements;
 - 3.3.4 consider whether the illness amounts to a disability. Where it is found to do so the employee shall fall under the scope of the Company's << Equal Opportunities and Diversity Policy >> and the Company shall make such reasonable adjustments as are necessary; and
 - 3.3.5 keep the employee informed in all the circumstance of any threat to employment.
- 3.4 Where the Company requires medical reports relating to an absence it will either:
- 3.4.1 request that the employee undergo an independent medical examination with << the Company doctor, Occupational Health Service >>; or
 - 3.4.2 obtain a report from the employee's doctor, subject to employee consent.
- In either case the employee may refuse to attend or refuse to consent to the release of a medical report, or request that corrections are made. Employees are reminded however that any decision regarding their future will be taken on the basis of the information available to the Company, which could result in dismissal.
- 3.5 The Company will hold all medical reports and related information obtained under Sub-clause 3.4 as private and confidential.
 - 3.6 The Company stresses that dismissal will only ever be taken as a last resort. Where however the absence is found to be a matter of misconduct, the employee will be subject to the Company's << Disciplinary Procedure >>.

4. **Return to Work Interviews**

After any absence due to sickness, the employee shall attend a return to work interview with << their manager >> in order to:

- 4.1 ensure the employee's fitness to return to work;
- 4.2 agree any necessary actions required to facilitate the employee's return to work;
- 4.3 ensure the proper certificates have been completed/obtained in respect of the entire period of absence; and
- 4.4 discuss any problems that may exist.

5. **Other Absence**

5.1 **Jury Service**

- 5.1.1 Any employee called for jury service should inform << their manager >> as soon as possible.
- 5.1.2 EITHER

[Employees called for jury service will not be paid by the Company for the period of their absence. Employees should instead claim all available allowances from the Court.]

OR

[Employees will receive full pay for the full period of jury service, less any allowances available from the Court.]

5.2 **Magistrate Duty**

5.2.1 The Company is legally obliged to permit any employee magistrate time off to complete their magistrate duties. Any employee magistrate should inform << their manager >> of their magistrate's duty rota as soon as it is finalised in order to allow the Company time to plan for their absence.

5.2.2 EITHER

[Employee magistrates will not receive pay for time off taken to complete their magistrate's duty.]

OR

[The Company will pay employee magistrates their normal basic wage in respect of time off for magistrate's duty, in recognition of their contribution to the local community and the benefits that the Company derives from their added skills development.]

5.3 **Emergency , Maternity, Paternity, Parental and Adoption Leave**

Emergency leave (time off for dependants), maternity, paternity, parental and adoption leave are all dealt with in their respective policy documents, available from << e.g. your manager >>.

5.4 If you are uncertain about any other type of absence you must ask for advice from your manager. Other types of absence may be covered by other company policies and procedures and/or by statutory rights. Unauthorised absence is likely to be treated as a serious disciplinary offence.

6. **Monitoring**

6.1 The Company will monitor and record levels of absence and reasons for absence in order to help identify abuse of this policy, which places additional stress on colleagues. Further the Company will be better positioned to identify unsatisfactory work practices and to distinguish between different types of absence.

6.2 All information gathered through absence monitoring under this Policy will be held and treated in confidence.

This policy has been approved & authorised by:

Name: <<Insert Full Name>>

Position: <<Insert Position, e.g. Human Resources Manager>>

Date: <<Date>>

Signature: