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SICKNESS AND ABSENCE POLICY

This policy document applies to your employment at [*Insert organisation name and address*], ("the "Organisation") and all other organisation sites that you may be asked to work at from time to time.

1. Policy Statement

1.1 The purpose of this policy is to provide employees with details of their right to pay whilst absent due to ill health and the terms under which such payment will be made. Under the employer's procedure there is to be strict adherence to the reporting requirements and self certification procedure or provision of medical evidence on absence from work together with the requirements for return to work, (or back to work interview if applicable).

2. Qualifying for Statutory Sick Pay

2.1 All employees are entitled to receive statutory sick pay (SSP) from the employer for a 28-week period for any period of entitlement as long as they meet certain requirements and do not fall into an excluded category.

2.1.1 Excluded Categories - these are as follows:

- i)** Those on a fixed term contract for a period of not more than 3 months where the contract is not extended after that time.
- ii)** Employees whose weekly earnings are less than the lower earnings limit for National Insurance contributions.
- iii)** Employees who become sick within 57 days of having received one of a number of Social Security benefits.
- iv)** Employees who have done no work for the employer under the contract of service.
- v)** Employees off sick during a strike who have a direct interest in that trade dispute.
- vi)** An employee who is pregnant and takes sick leave during the maternity pay period.

vii) An employee who is already due 28 weeks statutory sick pay from the employer in any one period of 4 or more days of sickness or 2 or more such periods separated by 8 weeks or less.

viii) An employee who is in legal custody at any time on the first day of the sickness date.

2.1.2 Requirements - the requirements are that an employee must,

i) Have four or more consecutive days of sickness (this includes Sundays and holidays) making him incapable of doing his work.

ii) Notify his employer of his absence.

iii) Supply evidence of his inability to work.

3. Statutory Sick Pay and Contractual Sick Pay

3.1 The amount of statutory sick pay changes annually and details of the current rates will be posted on the employer's notice board. The maximum amount payable is up to 28 weeks for any period of entitlement. Statutory sick pay is considered as earnings for PAYE, Income Tax and National Insurance contribution purposes.

3.2 *[Please select one of the following-*

The employer will also pay the difference between the statutory sick pay amount and the employee's normal weekly wage during any period of absence due to sickness in any 12-month period. Such payment will be made for a period of no more than *[Insert period, e.g. 1-12 months]*.

OR

The employer will pay only the statutory sick pay rate to the employee and no contractual sick pay applies

3.3 Entitlement to payment of statutory sick pay or contractual sick pay is subject to notification of absence and self-certification or subsequent production of a doctor's certificate as referred to below.

4. Qualifying Days

4.1 For the purposes of statutory sick pay the qualifying days will be *[Specify working week, e.g. Monday – Friday]*.

5. Notification Procedure

5.1 The purpose of requiring notification of absence is to enable the employer to make any necessary arrangements for cover and to ensure that the employer is able to meet its own obligations with regard to record keeping.

5.2 If an employee is absent from work due to sickness it is their responsibility to ensure that on the first day of sickness the employer is contacted by [*Insert time, e.g. 10am*] or prior to commencement of their normal working hours. If absence from work extends beyond one day the employee should continue to advise their manager, supervisor or head of department daily by telephone before the start of the working day unless they have made prior arrangements.

5.3 If the employee fails to comply with the notification procedures detailed above they will not be eligible for any company sick pay save in exceptional circumstances. Failure to comply is also a disciplinary offence. Late notification can also affect the employee's statutory sick pay entitlement.

**Sample document – the remaining are clause headings only
Full document contains all clauses**

6. Self-Certification

7. Medical Certificate

8. Disputes as to Entitlement to Statutory Sick Pay

9. "Back to Work" Interview

10. Review Procedure

11. Long Term Sickness Absence

12. Jury Service

13. Emergency Leave

14. Parental Leave

15. Date of Implementation

16. Questions

17. Alteration of this Policy

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