

SICKNESS AND ABSENCE POLICY

This policy document applies to you [name] [address], ("the "Organisation" may be asked to work at from time

1. Policy Statement

1.1 The purpose of this policy is to provide you with the right to pay whilst absent due to illness. Under the policy, payment will be made. Under the policy, you must adhere to the reporting requirements and the provision of medical evidence on a regular basis. The requirements for return to work, (

2. Qualifying for Statutory Sick Pay

2.1 All employees are entitled to receive Statutory Sick Pay from their employer for a 28-week period for which they must meet certain requirements and do not fall into any of the excluded categories.

2.1.1 Excluded Categories - these are:

- i)** Employees over the age of 65.
- ii)** Employees taken on for a period of less than 13 weeks. Their contract is not extended after that period.
- iii)** Employees whose weekly earnings are below the lower earnings limit for National Insurance contributions.
- iv)** Employees who become sick within 13 weeks of starting work. They are not eligible for Social Security benefits.
- v)** Employees who have done no work for their employer during their service.
- vi)** Employees off sick during a strike or industrial dispute.
- vii)** An employee who is pregnant and on sick leave during their normal pay period.

viii) An employee who is already on sick leave from his employer in any one period of 4 or more periods separated by 8 weeks or less.

ix) An employee who is in legal custody on his sickness date.

2.1.2 Requirements - the requirements are:

i) Have four or more consecutive days of absence (including public holidays) making him incapable of performing his work.

ii) Notify his employer of his absence as soon as possible.

iii) Supply evidence of his inability to work.

3. Statutory Sick Pay and Contributions

3.1 The amount of statutory sick pay and the current rates will be posted on the company website. The amount payable is up to 28 weeks. Statutory sick pay is considered as earnings for National Insurance contribution purposes.

3.2 [Please select one of the following options]

The employer will also pay the difference between the statutory amount and the employee's normal contractual sick pay due to sickness in any 12-month period of no more than [Insert period]

OR

The employer will pay only the statutory amount if the contractual sick pay applies

3.3 Entitlement to payment of statutory sick pay is subject to notification of absence and the production of a doctor's certificate.

4. Qualifying Days

4.1 For the purposes of statutory sick pay, a *working week, e.g. Monday – Friday*

5. Notification Procedure

5.1 The purpose of requiring notification is to make any necessary arrangements so that the employer is able to meet its own obligations.

5.2 If an employee is absent from work, they must ensure that on the first day of sickness absence, they notify their manager, supervisor or head of department *time, e.g. 10am]* or prior to commencing their absence from work extends beyond 7 days, they must advise their manager, supervisor or head of department before the start of the working day of the arrangements.

5.3 If the employee fails to comply with the procedure above they will not be eligible for statutory sick pay in certain circumstances. Failure to comply with the notification can also affect the employee's eligibility for other benefits.

6. Self-Certification

6.1 On the first day back to work after a period of absence, the employee must complete an Absence form.

6.2 This form should be countersigned by the employee's supervisor or head of department to confirm that the form has been completed and the explanation given is medical in nature.

7. Medical Certificate

7.1 If a period of illness is longer than 7 days, the employee must provide a doctor's certificate to cover the period of absence and return to work. This should be sent to the employee's supervisor or head of department. For extended periods of illness, the employee must provide their return to work or before, to a doctor nominated by the employer.

7.2 Payment of sick pay will only be made if the employee has completed self-certification and/or a medical certificate from their department.

8. Disputes as to Entitlement to Sick Pay

8.1 If an employer does not pay a sick day, the employee may ask the employer to provide written confirmation. The employer must comply within a reasonable time.

8.2 If the employee wishes to challenge the employer's decision, they may ask for a determination of the DSS. The employer or the DSS must make the determination within the employee's behalf.

9. "Back to Work" Interview

9.1 In the case of absence due to illness, the employer should contact the employee *[within seven days, e.g. seven days]* days the employee returns to work. The employer's department will at the earliest opportunity contact the employee. He or she will ask the employee to complete the Absence form, if not already completed. The employer will ask the employee the reasons for their absence and whether they are fit to return to work and offer an opportunity for a meeting. The meeting will also be an opportunity for the employee to discuss any problems they have, which is covered in the Absence form.

10. Review Procedure

10.1 A manager, supervisor or head of department will review the employee's attendance record. If the employee has an unacceptable level of absence the manager, supervisor or head of department will hold a meeting with the employee. The meeting should be taken.

10.2 Before taking any formal action, the employer must be followed. If on investigation the cause for the employee's absence is not clear, the employee will be given permission to seek a medical report. If a medical report will be referred to a doctor appointed by the employer. If a referral made the interview procedure should be postponed.

10.3 If following medical advice it is not possible for an employee to continue to work within the meaning of the Disability Discrimination Act 1995, the employer shall be obliged to consider in consultation with the employee what reasonable adjustment can be made to the job or to the working arrangements to help reduce the absence.

11. Long Term Sickness Absence

11.1 In the case of long term sickness absence, if frequent short term absence occurs, the employer shall remain the employee's responsibility to provide the necessary information and certificates through the usual channels with paragraphs 5, 6 and 7.

11.2 If the employer considers that an employee is unable to continue for a considerable period, the employer shall consider the possibility of the employer obtaining up to date medical advice from a particular reference to the possibility of the employee working in a different job or some other capacity. Alternatively, the employer shall consider the possibility of a doctor appointed by the employer.

11.3 On receipt of a doctor's report, the employer shall discuss the prospects of their future employment with the employee and their manager, superiors, and shall consider the possibility of employment or ill health retirement. The employer shall establish that the employee is disabled within the meaning of the Disability Discrimination Act 1995. Consideration shall be given to what reasonable adjustment can be made to the job or to the working arrangements to enable them to return to work.

11.4 If it is considered following the above that an employee is unable to work or alternative working arrangements are not appropriate, it may be necessary to dismiss the employee, giving them appropriate notice.

11.5 In the event of dismissal due to long term sickness absence, the employee shall have the right to appeal against dismissal under the usual grievance procedure.

12. Jury Service

12.1 If an employee is called to attend court for jury service, the employer shall grant the employee leave with pay. Where jury service is for a long period, the employer shall consider the possibility of enabling the employee to return to work on a part-time basis, if reasonable.

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business would otherwise be unab

iii) The employee may only take a
month period for each relevant chi

iv) The personnel/human resource
employee proof of their responsibi
copy of the child's birth certificate,
to disability living allowance as the

14.2 An employee who takes pare
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leave. This will entitle the employe
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who take parental leave for more t
job. However, if this is not reasona
consulted and offered any suitable

14.3 In the event that after paren
work in a new position for whatever
of department will arrange a meet
position and any administrative de

15. Date of Implementation

This policy is effective from *[Insert*
that occurred prior to this date.

16. Questions

If you have any questions regardin
you please consult *[Insert manage*

17. Alteration of this Policy

These guidelines will be subject to
be communicated to you by *[Insert*

EXAMPLE DOCUMENT

SICKNESS AND ABSENCE POLICY

This policy document applies to you at all our
45 Dover Street, London W2 8P
organisation sites that you may be

1. Policy Statement

1.1 The purpose of this policy is to provide you with the right to pay whilst absent due to illness. Under the policy, payment will be made. Under the policy, you must adhere to the reporting requirements and the provision of medical evidence on a return to work, (

2. Qualifying for Statutory Sick Pay

2.1 All employees are entitled to receive Statutory Sick Pay from their employer for a 28-week period for which they have met certain requirements and do not fall into any of the excluded categories.

2.1.1 Excluded Categories - these are:

- i)** Employees over the age of 65.
- ii)** Employees taken on for a period of 13 weeks or less. Their contract is not extended after that period.
- iii)** Employees whose weekly earnings are below the lower earnings limit for National Insurance contributions.
- iv)** Employees who become sick within 13 weeks of starting work. They are not eligible for a number of Social Security benefits.
- v)** Employees who have done no voluntary work for a charity or other organisation in the service of the community.
- vi)** Employees off sick during a strike or industrial dispute.

vii) An employee who is pregnant during the relevant pay period.

viii) An employee who is already on sick leave from his employer in any one period of 4 or more periods separated by 8 weeks or less.

ix) An employee who is in legal custody during the relevant sickness date.

2.1.2 Requirements - the requirements are:

i) Have four or more consecutive days of absence (including holidays) making him incapable of performing his duties.

ii) Notify his employer of his absence as soon as possible.

iii) Supply evidence of his inability to perform his duties.

3. Statutory Sick Pay and Contributions

3.1 The amount of statutory sick pay is based on the employee's current rates will be posted on the company's website. The amount payable is up to 28 weeks. Statutory sick pay is considered as earnings for National Insurance contribution purposes.

3.2 The employer will also pay the employee's normal salary for the amount and the employee's normal salary for the amount due to sickness in any 12-month period. The maximum period of no more than **six months**.

3.3 Entitlement to payment of statutory sick pay is subject to notification of absence and the production of a doctor's certificate.

4. Qualifying Days

4.1 For the purposes of statutory sick pay, a day is a **Friday**.

5. Notification Procedure

5.1 The purpose of requiring notification is to ensure that the employer is able to meet its own obligations and to ensure that on the first day of sickness or prior to commencement of their work extends beyond one day the manager, supervisor or head of department of the working day unless they have

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5.3 If the employee fails to comply with the notification procedure above they will not be eligible for sick pay in certain circumstances. Failure to comply with the notification procedure can also affect the employee's

6. Self-Certification

6.1 On the first day back to work the employee must complete the Self-Certification form.

6.2 This form should be countersigned by the manager, supervisor or head of department to confirm that the form has been completed and the explanation given is medical in nature.

7. Medical Certificate

7.1 If a period of illness is longer than 7 days the employee must provide a doctor's certificate to cover the period of absence on return to work. This should be sent to the manager, supervisor or head of department. For extended periods of illness the employee must provide their return to work or before, to a doctor nominated by the employer.

7.2 Payment of sick pay will only be made if the employee has completed self-certification and/or a doctor's certificate from the department.

8. Disputes as to Entitlement to

8.1 If an employer does not pay a... may ask the employer to provide v... employer must comply within a re...

8.2 If the employee wishes to cha... may ask for a determination of the... employer or the DSS must make t... the employee's behalf.

9. "Back to Work" Interview

9.1 In the case of absence due to... employee's manager, supervisor o... appointment hold a brief meeting v... employee to complete a Certificate... They will also discuss with the emp... seek to ensure that the employee... assistance that may be appropriat... for the employee to discuss any co... causing them to take time off.

10. Review Procedure

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11. Long Term Sickness Absence

11.1 In the case of long term sickness absence or frequent short term absence occurring, the employer shall remain the employee's responsibility for providing the necessary information and certificates through the employee in accordance with paragraphs 5, 6 and 7.

11.2 If the employer considers that the employee should continue for a considerable period, the employer shall obtain up to date medical certificates with particular reference to the possibility of the employee working in their job or some other capacity. Alternatively, the employer may appoint a doctor by the employer.

11.3 On receipt of a doctor's report, the employer shall discuss the employee and their manager, supervisor or other representative the prospects of their future employment, including the possibility of employment or ill health retirement. If it is established that the employee is disabled under the Equality Discrimination Act 1995 consideration shall be given to a reasonable adjustment can be made to the employee's working arrangements to enable them to return to work.

11.4 If it is considered following the above that the employee should return to work or alternative working arrangements, the employer shall, where appropriate it may be necessary to give the employee notice, giving them appropriate notice.

11.5 In the event of dismissal due to long term sickness absence, the employee shall have the right to appeal against dismissal under the normal grievance procedure.

12. Jury Service

12.1 If an employee is called to attend court for jury service, the employer shall grant leave with pay. Where jury service is for a long period, the employer shall enable the employee to return to work on a part-time basis, where reasonable.

13. Emergency Leave

13.1 A death in the immediate family shall entitle an employee to five (5) working days leave with no deduction of pay following the bereavement or, if better time agreed with the employer following the bereavement.

13.2 An employee will be entitled to five (5) working days leave if a dependent is defined as a spouse or other immediate relative for whom a bereavement situation will be examined on its own merits arising in the following ways:

- i) Accident or unexpected illness with a death certificate
- ii) Where a family member cannot be contacted
- iii) Where a replacement carer or other person is required and it is not feasible to make arrangements

13.3 Such leave will be **unpaid** and subject to the discretion of the employee's manager.

14. Parental Leave

14.1 Male or female employees who have been in continuous employment with the employer may be entitled to parental leave adopted up to the child's fifth birthday (or the child's sixth birthday in which case the age is up to 18). An employee must have obtained a parental responsibility order or a parental responsibility agreement in respect of the child to be entitled to take a maximum of five (5) working days leave for each relevant child.

However, the following applies:

- i) This leave may only be taken in respect of a child who is under the age of 18.
- ii) The employee must agree the parental leave with the employer and must give the employer written notice of the proposed parental leave period. (The notice period for an employee's parental leave for unpaid parental leave for business would otherwise be unavailability of the employee.)
- iii) The employee may only take a maximum of five (5) working days leave for each relevant child.

iv) The personnel/human resource employee proof of their responsibility copy of the child's birth certificate, to disability living allowance as the

14.2 An employee who takes parental leave (excluding such leave taken immediately upon return from leave to the job in which the employee was on leave. This will entitle the employee to the same employment previously enjoyed. If an employee who take parental leave for more than 12 weeks, the employer should be consulted and offered any suitable alternative

14.3 In the event that after parental leave an employee wishes to work in a new position for whatever reason, the HR department will arrange a meeting to discuss the new position and any administrative details.

15. Date of Implementation

This policy is effective from **8th November 2015**. No actions that occurred prior to this date will be affected.

16. Questions

If you have any questions regarding this policy, you please consult **Peter J Thompson**.

17. Alteration of this Policy

These guidelines will be subject to change. Any changes will be communicated to you by **Peter J Thompson**.