

Charlie's sickness and absence policy

This policy sets out how [COMPANY NAME] handles the personal data of its employees, customers, suppliers and other third parties.

This policy is intended to ensure that we:

- Comply with data protection law and follow good practice;
- Protect the rights of team members, customers and partners;
- Are transparent about how we store and process individuals' data;
- Are protected from the risks of a data breach.

The purpose of this policy is to enable [COMPANY NAME] to monitor and support the health and well-being of all team members while minimising the impact of sickness absence on the Company.

The policy sets out our arrangements for sick pay and for reporting and managing sickness absences.

This policy does not form part of any employee's contract of employment, and we reserve the right to amend it at any time.

Notification

If you are unable to work because of ill health or injury, you should telephone your manager as early as possible, and no later than the time when you are normally expected to work. You should telephone your manager personally – it is not sufficient to notify the Company of your absence via text message or email.

When you call in you should tell your manager what is wrong with you, how long you are likely to be away from work, how and where you can be contacted while you are absent, and detail any outstanding or urgent work that requires attention in your absence.

If you have not been signed off by your doctor you must call your manager on each day of your absence. If you have been signed off for an extended period of sickness you must keep your manager informed of your progress on at least a weekly basis.

If you are ill or injured during a period of annual leave, to the extent that you would have been incapable of work, you may choose to treat that period of incapacity as sick leave, and reclaim the affected days of annual leave. This is subject to you providing a doctor's medical certificate and/or other relevant supporting evidence.

Absence that has not been notified according to the terms of this policy will be treated as unauthorised absence and dealt with under our disciplinary procedure.

Certification

If the total period of your sickness absence is seven calendar days or less (including weekends and bank holidays), you must complete and submit a Self Certification form.

For absence of more than seven calendar days you must obtain a certificate from your doctor (a 'statement of fitness for work') stating that you are not fit for work and giving the reason(s). This should be forwarded to your manager as soon as possible. If your sickness absence continues beyond the expiry date of your doctor's certificate, a further certificate must be provided by your doctor.

If we are concerned about the reason for an absence, or by the frequency of your short-term absences, we may require a medical certificate for each absence regardless of duration. You may expense the cost of this to the Company as long as you provide a doctor's invoice to corroborate the cost.

If you wish to return to work earlier than initially recommended by your doctor you must provide the Company with a certificate from your doctor confirming that you are fit for work.

Once your doctor has certified you as fit for work, we will discuss with you how best to facilitate your return to work, taking account of any advice from your doctor.

Statutory sick pay

You may be entitled to Statutory Sick Pay (SSP) if you satisfy the relevant statutory requirements. The qualifying days for SSP are Monday to Friday, if these are your usual days of work, or if not as set out in your contract of employment. No SSP is payable for the first three consecutive days of absence. It starts on the fourth day of absence and may be payable for up to 28 weeks. The rate of SSP is set by the government in April each year.

Any payments made above and beyond SSP may be made at the Company's absolute discretion.

Company sick pay

You are entitled to Company sick pay provided that you comply with the sickness absence reporting procedure set out in this policy, and with any other requests made under this policy. If you do not comply with this, we reserve the right to withhold Company sick pay.

There is no contractual entitlement to Company sick pay, which is at the Company's absolute discretion, and the fact that you might receive Company sick pay in respect of an absence (or absences) does not mean that you are entitled to Company sick pay in respect of further absence(s).

EITHER

After you have completed [COMPANY NAME] you will be entitled to receive payment for periods of absence during any twelve month period, calculated from the first day of absence, as follows:

(a) Full salary (inclusive of any SSP due) for the first [number] [days OR weeks OR months] in any 12 month period; and

(b) Half salary (inclusive of any SSP due) for the next [number] [days OR weeks OR months] in any 12 month period.

OR

After you have completed [number] months' continuous service you will be entitled to receive your full salary during any periods of sickness absence up to an aggregate of [number] weeks in any [number]-week period. These payments shall be inclusive of any SSP due.

While you are on your probationary period and while you work your notice period you will be paid only SSP for any periods of sickness absence.

Return to work interviews

All sickness absence is recorded and monitored closely. After you return to work after any period of sickness absence we will arrange for you to have a return to work interview. This meeting enables us to confirm the details of your absence, and also gives you the opportunity to raise any concerns or questions you may have, and to bring any relevant matters to our attention.

Medical report

We may ask you to consent to an independent medical examination by a doctor nominated by us, at our expense. Alternatively we may seek to obtain a report from your doctor, subject to your consent. In either event you will be asked to agree that any report may be disclosed to us, and that we may discuss the contents of the report with our advisers and the relevant doctor.

You have the right to withhold your consent to this, in which case the Company may need to assess your state of health and its impact on your continued employment without the benefit of professional medical advice.

All medical reports and related information will be held securely, and kept confidential in accordance with the Company's Data Protection Policy.

Long term sickness absence

We are committed to helping our team members return to work from long-term sickness absence. We will, where appropriate and possible, consider any of these measures:

- Obtaining medical advice.
- Making reasonable adjustments to the workplace, your role, and our working practices.
- Redeploying you into another position.
- Agreeing a return to work programme.

You can expect to be contacted from time to time by the Company while you are on long term sick leave in order to discuss your health, the expected length of your absence from work, and any of your work that requires someone else's attention.

Sickness absence meetings procedure

We may apply this procedure whenever we consider it necessary, particularly if your health and/or sickness absence record has become cause for concern and merits further investigation and discussion.

We will endeavour to give you reasonable written notice of the date, time and place of a sickness absence meeting. This written notification will detail our concerns and explain why the meeting is being called.

The meeting will usually be conducted by your manager, and will normally be attended by a member of the HR department. You may bring a colleague with you to the meeting should you wish. This individual may make representations and ask questions, but will not be allowed to answer questions on your behalf.

Confirmation of any decision made at or following a meeting, the reasons for the decision, and the right of appeal (if applicable) will be given to you in writing as soon as is practicable.

If at any time it is considered that you have taken or are taking sickness absence when you are not unwell, matters may then be dealt with according to the Disciplinary Procedure.

Stage one: First sickness absence meeting

The purposes of this initial meeting may include:

- Discussing and determining the reasons for sickness absence.

- Determining how long a period of long-term absence is likely to last.
- Where you have been absent on a number of occasions, determining the likelihood of further absences.
- In cases of short-term, frequent absences, setting a target for improved attendance within a certain timescale.
- Explaining the impact that the absences are having on colleagues, the team and the business as a whole.
- Considering whether medical advice is required.
- Considering any medical advice, already received.
- Considering any measures that may improve your health and/or attendance record.

A summary of matters discussed, and any agreed actions will be sent to you afterwards.

Stage two: subsequent sickness absence meeting(s)

Depending on the outcome of the first sickness absence meeting, a further meeting or meetings may become necessary. The purposes of such meetings may include:

- Discussing the reasons for your ongoing absence(s), and the impact of these on the business.
- Determining how long a period of long-term absence is likely to last.
- Where you have been absent on a number of occasions, determining the likelihood of further absences.
- Considering whether medical advice or further medical advice is required.
- Considering the application of any such medical advice.
- Discussing your ability to return to/remain in your job in view of your capabilities and of the needs of the business.
- Discussing any adjustments that can reasonably be made to enable your return, and a return to work programme.
- Considering redeploying you into an alternative role.
- Agreeing a way forward, actions that will be taken, and a time-scale for review. At this stage you may be warned that you are at risk of dismissal.

A summary of matters discussed, and any agreed actions will be sent to you afterwards.

Stage three: final sickness absence meeting

If necessary we may invite you to a further meeting, the purpose of which will be:

- To review the meetings that have taken place, and recap the matters discussed with you.
- Where you remain on long-term sickness absence, to consider whether there have been any changes with regards to a possible return to work, either to your original role or to a suitable alternative.
- To consider any further matters that you wish to raise.

- To consider whether it is reasonably likely that you will either return to work or achieve the desired level of attendance within a reasonable timeframe.
- To consider the possible termination of your employment (this will normally be with full notice or payment in lieu of notice).

Appeal

You have the right to appeal against the outcome of any stage of the above procedure. You should make your appeal in writing to your manager within one week of the date on which the decision was sent to you

Where practicable, the appeal meeting will be conducted by a more senior manager who has not previously been involved in the case. You may bring a colleague to the appeal meeting if you wish.

Following an appeal the original decision may be confirmed, revoked or changed, and you will receive this in writing, usually within one week of the appeal hearing. This decision will be final and there will be no further right of appeal.

If you decide to appeal against your dismissal you should note that the date of your dismissal will not be delayed pending the outcome of the appeal. However, if your appeal is successful, the decision to dismiss will be revoked and we will ensure that you suffer no loss of continuity or pay.

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