

## 1. INTRODUCTION

This policy is designed to support employees who are sick-related and other staff absence. It aims to ensure that employees are supported to return to work. Through an effective return to work process, the Company will be better positioned to identify and address any issues affecting employee morale and productivity.

Any and all information provided to the Company (including, but not limited to, medical records) will be collected, held, and processed lawfully and in accordance with the Company's [Employee] Data Protection Policy. The Company will handle it accordingly and in accordance with the law.

effectively managing sickness-absence. It recognises the importance of ensuring that employees are supported to return to work and their subsequent absence. Through an effective return to work process, the Company will be better positioned to identify and address any issues affecting employee morale and productivity.

the Company about their health (including, but not limited to, medical records) will be collected, held, and processed lawfully and in accordance with the Company's [Employee] Data Protection Policy. The Company will handle it accordingly and in accordance with the law.

## SICKNESS

### 2. Notification of sickness

- 2.1 If an employee is unable to attend work for any reason, they must inform the Company by contact on the first day of absence.
- 2.2 Employees should inform the Company of their absence as early as possible. The employee's manager will only be contacted in exceptional circumstances.
- 2.3 The employee should inform the Company of their absence, its likely duration and when the illness is expected to end.
- 2.4 In the event that the employee's absence continues for a number of days or weeks, they must notify the Company in writing to keep the Company informed of the ongoing absence and the date they expect to return to work. In such cases the employee should specify how they should be contacted, ideally leaving a landline number.

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er personally i.e. calls on the first day of absence and texting or emailing the employee in exceptional circumstances.

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continues for a number of days or weeks, they must notify the Company in writing to keep the Company informed of the ongoing absence and the date they expect to return to work. In such cases the employee should specify how they should be contacted, ideally leaving a landline number.

### 3. Certification of sickness

- 3.1 All periods of absence must be certified by [the Company's statutory Form SC2]. The completed form should indicate the employee would be expected to return to work on the following dates (e.g. weekends and public holidays).
- 3.2 For sickness absence of less than 7 calendar days, the self-certification form should be completed and handed to the employee's manager upon their return to work and
- 3.3 For sickness absence of 7 or more calendar days, the employee must also provide a copy of the statutory Form Med 3] also

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- any period of extensive absence  
a prolonged period. Persistent  
cted short-term illnesses. Where  
d of absence is long-term, it will

- ular contact with the Company, at  
the Company and the employee;

- formed as to any possible threat to

- a home visit where the illness is discuss possibilities for a return to an assist in facilitating this.

- connected short-term illnesses as

- firm or persistent absence to treat product. In such circumstances the

- urn to Work Interviews” and the

- the employee and keep him or her

- er to facilitate a return to work or  
b more easily, for example, the  
angements;

- to a disability. Where it is found that the scope of the Company's << policy >> and the Company shall take such actions as are necessary; and

- the circumstance of any threat to

- parts relating to an absence it will

- ergo an independent medical  
ctor, Occupational Health Service

- 's doctor, subject to employee

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attend or refuse to consent to the corrections are made. Employees regarding their future which could of the information available to the

- and related information obtained and all such information will be [Employee] Data Protection Policy. It may never be taken as a last resort. If it is a matter of misconduct, the Disciplinary Procedure >>.

## holiday

- When sickness or injury during any period of leave (in whole or in part), the Company will, at its discretion, allow the employee to take the leave on a holiday at a later date. This policy will be strictly applied:
1. The employee must be fully certificated by a qualified medical professional within 7 days;]
2. The employee must state the job title >> OR << The Company must be notified (as soon as they know that the employee is taking the holiday; and
3. The employee must state to << state job title >> no later than 14 days after returning to work how much leave was taken due to sickness or injury and the amount of leave taken at another time.
4. The leave must be made in accordance with the Company's policy. The employee should try to take the leave when it was accrued. Where this is not possible, the employee to carry forward the leave to a later date.
5. The employee must take all or part of their leave within the period specified by the Company.

10. *Journal of the American Medical Association*, 2000; 284: 1039-1044.

all decide whether the  
review with <<their manager>> in

- work;  
facilitate the employee's return to  
have been completed/obtained in

set reasonable targets and time  
improve may result in disciplinary

## SICK PAY

### 7. [Statutory Sick Pay ("SSP")]

- 7.1 In order to be eligible for SSP, an employee must be ill for four days or longer (this can include weekends and public days), and must have average weekly earnings equal to or above the lower earnings limit. Please see HMRC and Gov.uk for details of the current lower earnings limit.
- 7.2 Employees must use a self-certification form [the company's self-certification form] OR [the statutory Form SC2] with details of their illness.
- 7.3 The present weekly rate of SSP is £109.00. For more information on relevant government websites such as HMRC and Gov.uk.
- 7.4 The Company will not make any payments made to employees in excess of the statutory minimum with legal requirements.
- 7.5 Where the Company's sick pay or SSP comes to an end, the Company will provide the employee with Form SSP1 to support the employee's claim for Statutory Sick Allowance.]

### 8. [Company Sick Pay ("CSP")]

- 8.1 The Company operates a sick pay scheme that is more generous than Statutory Sick Pay. CSP is subject to the provisions for PAYE, national insurance etc.
- 8.2 Payments under the Company's scheme will be calculated by reference to the employee's basic salary. Payments made under the Company's scheme will be calculated by reference to the employee's basic salary. Payments made under the Company's scheme will be calculated by reference to the employee's basic salary.
- 8.3 [During sickness absence, the employee will be paid at their normal rate of pay while on their probationary period. After their probationary period, the employee will be followed by a period of pay at their normal rate of pay.]

#### OR

- [During sickness absence, the employee will be paid at their normal rate of pay while on their probationary period. After their probationary period, the employee will be followed by a period of pay at their normal rate of pay.]
- 8.4 [Where the Company's sick pay and SSP are added but the total of the employee's basic salary and SSP does not exceed the employee's full basic pay.]
- 8.5 The employee will be paid at their normal rate of pay if:
- They fail to comply with the company's certification requirements;
  - They make a false or untrue statement or omission in connection with their sick leave;
  - Their incapacity for work is due to their participation in dangerous sports or activities.]

9. **Elective and/or Cosmetic Surgery**

9.1 Elective surgery is surgery that is not considered to be medically necessary. This includes cosmetic surgery for the enhancement of appearance through techniques, e.g. face-lifts or breast implants. It also includes medical procedures such as laser eye treatment or vasectomy.

9.2 [It is the Company's policy to grant up to <<state number>> days' leave in a calendar year for an employee to undergo elective surgery. This will be paid at the rate of basic pay.]

**OR**

[Time off for elective surgery (at the employee's normal rate of basic pay) or unpaid leave (at the discretion of the employee's line manager). There is no automatic entitlement to periods of time off work to undergo elective surgery.]

9.3 If the employee requests more than <<state number>> days' leave beyond this, the employee may request unpaid leave.

9.4 [In order to qualify for sick leave, an employee must have a minimum of <<state number>> years' continuous service.]

9.5 An employee who wishes to undergo elective surgery must:

9.5.1 inform his or her line manager as plans to undergo elective surgery are developed;

9.5.2 provide a statement from a medical practitioner that elective surgery has been recommended, including the likely recovery period;

9.5.3 agree timing of the surgery with his or her line manager, so as to cause the minimum of inconvenience to the Company; and

9.5.4 give <<state number>> days' notice of the day on which the elective surgery will take place.

9.6 In the event that the employee's surgery is unexpected and the employee suffers an unexpected outcome of the surgery, the normal sick pay policy will apply, following receipt of the doctor's certificate/fit note.

9.7 When an employee undergoes elective surgery, the Company's normal sick pay policy will apply. In the event of an unexpected outcome of elective surgery, the Company's normal sick pay policy will apply. In the event of an unexpected outcome of elective surgery, the Company's normal sick pay policy will apply.

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## OTHER ABSENCE

### 10. JURY SERVICE

10.1 Any employee called for jury service must inform <<their manager>> as soon as possible.

#### 10.2 EITHER

[Employees called for jury service will be paid by the Company for the period of their absence and should instead claim all available allowances from the relevant authority.]

#### OR

[Employees will receive their normal basic wage for the period of jury service, less any allowances available.]

and inform <<their manager>> as

be paid by the Company for the period of their absence and should instead claim all available

period of jury service, less any

### 11. PUBLIC DUTIES

11.1 The Company is legally obliged to support its employees in the completion of their public duties in the community. The employee must inform <<their manager>> of their duties, and the Company will plan for their absence accordingly.

#### 11.2 EITHER

[Employees carrying out public duties will receive pay for time off taken to complete their duties.]

#### OR

[The Company will pay its employees their normal basic wage in respect of time off taken to complete their public duties in recognition of their contribution to the local community and the added skills developed.]

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### 12. EMERGENCY, MATERNITY AND PARENTAL LEAVE

12.1 Emergency leave (time off for emergency, maternity, paternity, parental and adoption leave) are all covered by separate policy documents, available from <<state e.g. the HR department>>.

12.2 If employees are unable to take any of the above types of absence they must ask for advice from <<state e.g. the HR department>>. Other types of absence may be covered by separate procedures and/or by statutory rights. Unauthorised absence may be treated as a disciplinary offence.

### PATERNITY, PARENTAL AND ADOPTION LEAVE

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### 13. TRADE UNION

13.1 The Company is legally obliged to support its employees in the completion of their trade union duties. The employee must inform <<their manager>> of their duties, and the Company will plan for their absence accordingly.

employees time off to carry out their trade union duties. The employee must inform <<their manager>> of their duties, and the Company will plan for their absence accordingly.

14. **RESERVISTS**

- 14.1 Employees are required to inform the Company through their line manager as soon as possible if they are unable to attend work. If an employee is unable to attend work, they may become, reservists. This request is put in place to ensure the Company to deal with the practical implications and reservists are not be disadvantaged in any way.

15. **WORK ARRANGEMENTS**

- 15.1 Where an employee is unable to attend work for a long period of time, they are responsible for ensuring that their work is covered. This may include sending email messages and calendars and for ensuring that a cover is undertaken in relation to their work. Where an employee is unable to attend work for reasons of sickness, the employee's line manager is responsible for ensuring the employee's voicemail or calendar to ensure that the Company is aware of alternative contact details.

16. **MONITORING**

- 16.1 The Company will monitor the absence of absence and reasons for absence.
- 16.2 All information gathered under this Policy will be monitored, collected, held, and processed in accordance with the Company's Data Protection Policy and Privacy Notice.

This policy has been approved & authorised by:

Name: <<Insert Name>>  
Position: <<Insert Position>> Resources Manager>>  
Date: <<Date>>  
Signature: