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1. INTRODUCTION

1.1 This policy is designed to ensure that employees are protected from sickness-related absences and their safety. Through an effective Sickness Absence Policy, the Company is better positioned to identify any potentially unsafe working conditions affecting employee morale and any other underlying issues.

The Company in effectively managing employee sickness absences will be better positioned to identify any potentially unsafe working conditions affecting employee morale and any other underlying issues.

1.2 The short and long-term sickness absences will be managed under one process and long term sickness absence management processes.

of this Sickness Absence Policy employee sickness absences will be managed under one process and long term sickness absence management processes.

1.3 Any and all information relating to an employee's health (including, but not limited to, medical records) will be collected, held, and processed in accordance with the Company's [Employee] Data Protection Policy. The Company recognises that such data is sensitive and will handle it in accordance with employee's rights under the law.

employees to the Company about their health (including, but not limited to, medical records) will be collected, held, and processed in accordance with the Company's [Employee] Data Protection Policy. The Company recognises that such data is sensitive and will handle it in accordance with employee's rights under the law.

2. OBJECTIVES

The overall objective of this policy is to strike a balance between the business needs of the Company and the needs of employees to be given time to recover from sickness or injury.

balance between the business needs of the Company and the needs of employees to be given time to recover from sickness or injury.

The Company aims to:

- Encourage a healthy and safe working environment;
- To ensure sickness absences are managed fairly and consistently across the Company;
- To ensure employee absences become unsatisfactory are dealt with in a timely manner;
- To comply with relevant legislation.

a culture of 100% attendance; absences are managed fairly and consistently across the Company; absences become unsatisfactory are dealt with in a timely manner; and

3. NOTIFICATION OF SICKNESS

3.1 If an employee is unable to attend work for reasons of sickness or injury, they must inform the Company of their absence before the time they are expected to start work on the first day of absence.

for reasons of sickness or injury, they must inform the Company of their absence before the time they are expected to start work on the first day of absence.

3.2 Employees should speak to their manager personally i.e. calls on the phone, face-to-face, or in person and texting or emailing the manager will only be acceptable in exceptional circumstances.

personally i.e. calls on the phone, face-to-face, or in person and texting or emailing the manager will only be acceptable in exceptional circumstances.

3.3 The employee should inform the Company of their sickness absence, its likely duration, and any other relevant information.

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duration and when the

- 3.4 In the event that the absence continues for a number of days or weeks, they must make the Company informed of their ongoing absence and the date when they expect to return to work. In such cases the employee should specify how to be contacted, ideally leaving a landline number.

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4. **CERTIFICATION OF SICKNESS**

- 4.1 All periods of absence must be certified by [the Company's statutory Form SC2]. The completed form should indicate the employee would be absent (e.g. weekends and public holidays).
- 4.2 For sickness absence on calendar days, the self-certification form should be completed upon their return to work and handed to << name >>
- 4.3 For sickness absence on calendar days, the employee must also provide a 'fit note' referred to as a 'fit note'. This will provide the Company with information about the employee's condition, and let the Company know when their medical provider considers they are not 'fit for work taking account of the following advice'. Such certificates must be produced as necessary to cover the period of absence. As a minimum, employees should complete a weekly basis to provide an update on the injury.

must be certified by [the Company's statutory Form SC2]. The completed form should indicate the employee would be absent (e.g. weekends and public holidays). For sickness absence on calendar days, the self-certification form should be completed upon their return to work and handed to << name >>. For sickness absence on calendar days, the employee must also provide a 'fit note' referred to as a 'fit note'. This will provide the Company with information about the employee's condition, and let the Company know when their medical provider considers they are not 'fit for work taking account of the following advice'. Such certificates must be produced as necessary to cover the period of absence. As a minimum, employees should complete a weekly basis to provide an update on the injury.

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5. **MAINTAINING CONTACT DURING ABSENCE**

- 5.1 Employees are required to make reasonable attempts to remain in contact during their absence. This may involve contact over the telephone or a meeting at the workplace or some other suitable method.
- 5.2 Any home visits will be made with the employee's consent.
- 5.3 Employees may be asked to attend meetings by a work colleague, family member or a representative.

Employees are required to make reasonable attempts to remain in contact during their absence. This may involve contact over the telephone or a meeting at the workplace or some other suitable method. Any home visits will be made with the employee's consent. Employees may be asked to attend meetings by a work colleague, family member or a representative.

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6. **RETURN TO WORK INTERVIEW**

- 6.1 All employees will have a return to work interview with << their manager >> following any period of absence.
- 6.2 The purpose of the return to work interview is to:
 - ensure the employee is fit to return to work;
 - agree any necessary adjustments to facilitate the employee's return to work;
 - ensure the necessary certificates (e.g. Fit Note) have been completed/obtained;
 - discuss any other relevant matters.

All employees will have a return to work interview with << their manager >> following any period of absence. The purpose of the return to work interview is to: ensure the employee is fit to return to work; agree any necessary adjustments to facilitate the employee's return to work; ensure the necessary certificates (e.g. Fit Note) have been completed/obtained; and discuss any other relevant matters.

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7. SICK PAY

[Statutory Sick Pay (“SSP”

7.1 In order to be eligible for SSP (this can include weeks of absence), an employee must have average weekly earnings equal to or above the relevant government prescribed current lower earnings limit.

must be ill for four days or longer (including weekends and public holidays), and must have average weekly earnings equal to or above the relevant government prescribed current lower earnings limit. Please see HMRC and Gov.uk for details of the current lower earnings limit.

7.2 Employees must use the Company’s self-certification form [the statutory Form SC2]

Employees must use the Company’s self-certification form [the statutory Form SC2] with details of their illness.

7.3 The present weekly earnings limit can be found on relevant government websites such as HMRC and Gov.uk

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7.4 The Company will not make SSP payments made to employees which do not comply with legal requirements.

The Company will not make SSP payments made to employees which do not comply with legal requirements.

7.5 Where the Company’s SSP or CSP comes to an end, the Company will provide support for an employee’s claim for Statutory Sick Pay or Statutory Sickness Allowance.]

Where the Company’s SSP or CSP comes to an end, the Company will provide support for an employee’s claim for Statutory Sick Pay or Statutory Sickness Allowance.]

OR

[Company Sick Pay (“CSP”

7.6 The Company operates a Company Sick Pay scheme that is more generous than Statutory Sick Pay. CSP is subject to the provisions for PAYE, national insurance etc.

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7.7 Payments under the Company’s scheme will be calculated by reference to the employee’s basic salary for the period of absence.

Payments under the Company’s scheme will be calculated by reference to the employee’s basic salary for the period of absence.

7.8 [During sickness absence while on their probationary period, an employee will be followed by a period of normal pay.]

[During sickness absence while on their probationary period, an employee will be followed by a period of normal pay.]

OR

[During sickness absence while on their probationary period, an employee will be followed by a period of normal pay.]

[During sickness absence while on their probationary period, an employee will be followed by a period of normal pay.]

7.9 [Where the Company’s company pay and SSP are both payable, the total of the two payments will not exceed the employee’s full basic pay.]

[Where the Company’s company pay and SSP are both payable, the total of the two payments will not exceed the employee’s full basic pay.]

7.10 The employee will forfeit their right to SSP if:

The employee will forfeit their right to SSP if:

- They fail to comply with the Company’s self-certification requirements;
- They make a false or misleading statement or document concerning their illness;

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- They make a false or misleading statement or document concerning their illness;

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- Their incapacity or activities.

participation in dangerous sports

8. **SICKNESS WHICH OCCURS**

EMPLOYEE IS ON HOLIDAY

8.1 Where an employee is absent through sickness or injury during any period of pre-booked holiday (in whole or in part), the Company will, subject to the correct medical certification, allow the employee to transfer to sick leave or to another holiday at a later date. This policy is subject to the following conditions:

When an employee is absent through sickness or injury during any period of pre-booked holiday (in whole or in part), the Company will, subject to the correct medical certification, allow the employee to transfer to sick leave or to another holiday at a later date. This policy is subject to the following conditions:

8.1.1 The total period of absence must be fully certificated by a qualified medical practitioner (not exceeding 7 days;]

When an employee is absent through sickness or injury during any period of pre-booked holiday (in whole or in part), the Company will, subject to the correct medical certification, allow the employee to transfer to sick leave or to another holiday at a later date. This policy is subject to the following conditions:

8.1.2 The employee must be certified fit for their job title >> OR <<the Company>> as soon as they know that they will be absent during the holiday; and

When an employee is absent through sickness or injury during any period of pre-booked holiday (in whole or in part), the Company will, subject to the correct medical certification, allow the employee to transfer to sick leave or to another holiday at a later date. This policy is subject to the following conditions:

8.1.3 The employee must be certified fit for their job title >> no later than << state job title >> after returning to work how much of the holiday they have used due to sickness or injury and the amount of leave that they have taken at another time.

When an employee is absent through sickness or injury during any period of pre-booked holiday (in whole or in part), the Company will, subject to the correct medical certification, allow the employee to transfer to sick leave or to another holiday at a later date. This policy is subject to the following conditions:

8.2 Any requests for replacement holiday must be made in accordance with the Company's holiday policy. Where replacement holiday is not possible, the Company will allow the employee to carry forward the leave into the next holiday period.

When an employee is absent through sickness or injury during any period of pre-booked holiday (in whole or in part), the Company will, subject to the correct medical certification, allow the employee to transfer to sick leave or to another holiday at a later date. This policy is subject to the following conditions:

8.3 The Company may require an employee to take all or part of their replacement holiday during the absence.

When an employee is absent through sickness or injury during any period of pre-booked holiday (in whole or in part), the Company will, subject to the correct medical certification, allow the employee to transfer to sick leave or to another holiday at a later date. This policy is subject to the following conditions:

9. **MEDICAL ADVICE**

9.1 **OCCUPATIONAL HEALTH AND SAFETY**

At various stages of an employee's sickness absence, a manager may wish to seek advice from the occupational health and safety department.

When an employee is absent through sickness absence, a manager may wish to seek advice from the occupational health and safety department.

Occupational health and safety advice is given to:

to:

- seek a medical opinion;
- establish when an employee is able to return to work;
- ask for guidance on the possibility that an employee's condition, e.g. if there is a long-term condition;
- The Company's occupational health and safety management policy / policy.

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9.2 **REPORT FROM A MANAGER RESPONSIBLE FOR THE EMPLOYEE'S CARE**

MANAGER RESPONSIBLE FOR THE EMPLOYEE'S CARE

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When a report from the medical practitioner is necessary, the employee will be fully informed under the Access to Medical Reports Act 1988 and the report will be obtained.

When a report from the medical practitioner is necessary, the employee will be fully informed under the Access to Medical Reports Act 1988 and the report will be obtained.

The employee has the right to request a report before the Company sees it. If the employee wishes to request a report, they should inform the Company of this, so that it can inform the medical practitioner. The employee will then have 21 days from the date of notification for the report to contact the medical practitioner to request a report.

The employee has the right to request a report before the Company sees it. If the employee wishes to request a report, they should inform the Company of this, so that it can inform the medical practitioner. The employee will then have 21 days from the date of notification for the report to contact the medical practitioner to request a report.

When requesting a report, the employee should provide the medical practitioner with as much information as possible, including why the report is being requested. The medical practitioner will provide the medical report to the employee.

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- a copy of the employee's medical records relating to the injury or illness for which they seek a medical report;
- confirmation of the employee's consent to the request for a medical report under the Access to Medical Reports Act 1988;
- details of the employee's current duties and any alternative duties they may be undertaking.

The medical practitioner will provide the medical report to the employee, consenting to the request to provide the medical report.

The Company will assist the employee in identifying the nature of the injury or illness, when the employee was last fit to resume their normal duties, what alternative duties they may be undertaking, and any other matters that may be relevant to the employee's health and safety.

The medical practitioner will provide the medical report to the employee, consenting to the request to provide the medical report.

- the nature of the injury or illness;
- when the employee was last fit to resume their normal duties;
- if the employee is currently undertaking any alternative duties, what alternative duties they may be undertaking;
- when the employee was last fit to resume their normal duties;
- what reasonable adjustments have been made to facilitate a return to work; and
- the likelihood of the employee returning to work once the employee has returned to work.

The medical practitioner will provide the medical report to the employee, consenting to the request to provide the medical report.

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Where the employee requests a report from a medical practitioner, the Company will provide the employee with the reasons behind the request and the reasons why a decision relating to their employment may be affected. The Company will also provide the employee with information of access to medical reports.

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9.3 **REPORT FROM A MEDICAL PRACTITIONER WHO HAS NOT BEEN RESPONSIBLE FOR THE EMPLOYEE'S HEALTH**

REPORT FROM A MEDICAL PRACTITIONER WHO HAS NOT BEEN RESPONSIBLE FOR THE EMPLOYEE'S HEALTH

The Access to Medical Reports Act 1988 does not apply where the Company is seeking a report from a medical practitioner who has not been responsible for the employee's health, e.g. its own chosen specialist or occupational health practitioner.

The Access to Medical Reports Act 1988 does not apply where the Company is seeking a report from a medical practitioner who has not been responsible for the employee's health, e.g. its own chosen specialist or occupational health practitioner.

In these circumstances, the Company will explain to the employee in writing what information it is using and how the information will be used.

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- that the Company will provide a medical report and why it wishes to do so;
- from whom the report will be obtained;
- any questions that the employee may wish to ask the medical practitioner to answer;
- what the Company will do if the report is not provided;
- how the Company will use the data collected when obtaining the report;
- their right to object to the processing of their personal data.

Where the employee objects to the processing of their personal data when the Company is seeking a medical report to which the Access to Medical Reports Act 1988 does not apply, the Company will explain to the employee the reasons behind the decision and inform the employee that a decision will be made without the benefit of access to their medical reports.

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10. **FREQUENT SICKNESS ABSENCE PROCEDURE**

10.1 Frequent sickness absence is defined as an employee is frequently absent from work for a period of 10 or more days of unconnected illnesses.

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FREQUENT SICKNESS ABSENCE PROCEDURE - STAGE 1

10.2 A Stage 1 sickness absence agreement is an arrangement arranged between the employee and the line manager for the period of an employee being absent from work for a period of 10 or more days.

- <<State number>> within <<state period e.g. a rolling 12-month period>>
- <<State number>> within <<state period e.g. a rolling 12-month period>>

10.3 The purpose of the review is to discuss the reasons for the absence and to identify any support that can be provided for/benefit of an Occupational Health referral.

- discuss the reasons for the absence;
- identify any support that can be provided for/benefit of an Occupational Health referral;
- discuss what support can be provided to the employee to help improve their attendance;
- set a review period for the employee's attendance for 12 months.

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10.4 The employee will be notified of the consequences of further sickness absence i.e. if the employee's absence should move to the next stage of the procedure if trigger point is reached during the review period.

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10.5 Employees may be asked to provide support by a work colleague [, family member] or a recognised representative.

10.6 An employee will be protected against any formal action under the formal sickness absence process for the purpose of the appeal process. The purpose of the appeal process is to review the fairness of the decision in all the circumstances.

11. **FREQUENT SICKNESS APPEAL PROCESS**

11.1 A Stage 2 sickness absence meeting will be arranged between the employee and the line manager. Following the meeting, if the following trigger points have been reached:

- <<State number of days' absence>>
- <<State number of days' absence>>

11.2 The Stage 2 sickness absence meeting will be held as soon as the trigger points are reached.

11.3 Employees may be asked to provide support by a work colleague [, family member] or a recognised representative.

11.4 The content of the meeting will be discussed at a Stage 1 sickness absence meeting. <<State job title>> may be present at this and subsequent stages of the process.

11.5 The trigger points will be reviewed at the end of a new period of 12 months.

11.6 The employee will be asked to consider the consequences of further sickness absence i.e. if the employee should move to the next stage of the process if the trigger points are reached.

11.7 A second stage written warning will be issued to the employee in the meeting and then confirmed. The manager must clearly explain that, if the employee fails to improve their sickness absence management, this will trigger a Stage 3 written warning. It is the employee's part to improve their attendance at this stage. Failure to improve attendance may result in dismissal.

11.8 An employee will be protected against any formal action under the formal sickness absence process for the purpose of the appeal process. The purpose of the appeal process is to review the fairness of the decision in all the circumstances.

12. **FREQUENT SICKNESS APPEAL PROCESS**

12.1 A Stage 3 sickness absence meeting will be arranged between the employee and the line manager. Following the meeting, if the following trigger points have been reached:

- <<State number of days' absence>>
- <<State number of days' absence>>

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12.2 The Stage 3 sickne points are reached.

be held as soon as the trigger

12.3 Arrangements for the accordance with the

sequent appeal will be in Procedure.

12.4 The meeting will be and the HR Manage meetings will not be

to title e.g. the Managing Director conducted the earlier formal panel.

12.5 Employees may be a member] or a recogn

ting by a work colleague [, family ntative.

12.6 The meeting panel w grounds of capability

dismiss an employee on the attendance.

13. PART TIME EMPLOYEES

13.1 In respect of trigger p Review Process, the employees will be r time employees. How specified for full time

sequent Sickness Absence less specified for full time number of hours worked for part tances will be the same as those

14. LONG-TERM SICKNESS A

14.1 The Company will tr least <<state numbe

s absence any absence lasting at >.

LONG-TERM SICKN

MEETING

14.2 A Long-term Sickness employee has been soon as it is confirme 28 calendar days>>

ting is organised when an er e.g. 28 calendar days>>, or as t for at least <<state number e.g. d them off for that period).

14.3 The purpose of the L

nce Stage 1 Meeting will be to:

- Discuss the r health/medic
- Establish a li
- Identify any sickness abs
- Discuss whe return to wor
- At the meetin

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at may be associated with the be effectively addressed;

ffered to enable the employee to

may be considered:

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- 14.4 Employees may be accompanied by a work colleague [, family member] or a representative.
- 14.5 A first stage formal written meeting will be held at the review meeting and confirmed in writing.
- 14.6 If the employee has a long period of <<state period e.g.12 months>> will be established for future attendance.
- 14.7 An employee will be protected against any formal action under the purpose of the appeal process in all the circumstances.

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15. **LONG TERM SICKNESS APPEAL MEETING**

- 15.1 A Long-term Sickness Absence Meeting is organised if an employee continues to be absent for further <<state number e.g. 28 calendar days i.e. after the end of the first stage meeting.
- 15.2 The content of the meeting. <<State job title>> may be present at this meeting and subsequent stages.
- 15.3 Employees may be accompanied by a work colleague [, family member] or a representative.
- 15.4 The employee will be expected to return to work or provide a return to work date within a reasonable period. A sickness absence hearing will be arranged to consider the employee's continuing employment on the grounds of incapability by reason of illness.
- 15.5 This constitutes a formal warning and should be confirmed in writing.
- 15.6 If the employee has a long period of <<state period e.g.12 months>> will be established for future attendance.
- 15.7 An employee will be protected against any formal action under the purpose of the appeal process in all the circumstances.

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16. **LONG TERM SICKNESS APPEAL MEETING**

- 16.1 A Long-term Sickness Absence Meeting is organised if an employee continues to be absent for further <<state number e.g. 28 calendar days i.e. after the end of the first stage meeting.
- 16.2 The content of the meeting. <<State job title>> may be present at this meeting and subsequent stages.
- 16.3 Employees may be accompanied by a work colleague [, family member] or a representative.

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16.4 At this stage of the process and there is no return to work following a period of sickness absence management, the employee's employment may be terminated on account of ill health.

remains unable to return to work within a reasonable timescale, a decision to terminate should be considered on account of ill health.

16.5 After the meeting, the manager should put in writing the outcome of the stage 3 meeting. The outcome could be:

put in writing the outcome of the stage 3 meeting. The outcome could be:

- a decision for the employee to return to work on sick leave until they have recovered (unless the employee can be identified as fit for work);
- [a claim under the company's long-term sick leave insurance or similar insurance scheme];
- the issuing of a written warning if the employee's continued absence is unsatisfactory;
- an offer to make alternative arrangements for the employee's work;
- redeployment to another role;
- a decision to terminate the employee's employment.

on sick leave until they have recovered (unless the employee can be identified as fit for work);

insurance or similar insurance scheme];

the issuing of a written warning if the employee's continued absence is unsatisfactory;

an offer to make alternative arrangements for the employee's work;

redeployment to another role;

a decision to terminate the employee's employment.

16.6 If the employee has a long-term illness, a period of <<state period e.g. 12 months>> will be established for future attendance.

If the employee has a long-term illness, a period of <<state period e.g. 12 months>> will be established for future attendance.

16.7 An employee will be protected against any formal action under the purpose of the appeal process is to review the fairness of the decision in all the circumstances.

An employee will be protected against any formal action under the purpose of the appeal process is to review the fairness of the decision in all the circumstances.

17. **PREGNANCY-RELATED ABSENCE**

17.1 Pregnant employees with ill health must follow the reporting procedure i.e. a pregnant employee is required to provide medical evidence and should attend a return-to-work meeting when returning to work.

Pregnant employees with ill health must follow the reporting procedure i.e. a pregnant employee is required to provide medical evidence and should attend a return-to-work meeting when returning to work.

17.2 Any sickness absence for a pregnancy-related reason should not be subject to formal action if the need for formal action under the sickness absence management procedure has been established.

Any sickness absence for a pregnancy-related reason should not be subject to formal action if the need for formal action under the sickness absence management procedure has been established.

18. **ELECTIVE AND/OR COSMETIC SURGERY**

18.1 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.

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.

18.2 [It is the Company's policy to allow up to <<state number>> days' leave in a calendar year for an employee to undergo elective surgery.

[It is the Company's policy to allow up to <<state number>> days' leave in a calendar year for an employee to undergo elective surgery.

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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 rate of the employee's line manager). There is no automatic accrual of periods of time off work to be used for elective surgery.]

18.3 If the employee requests more than 10 days of leave beyond this, the employee may request unpaid leave.

18.4 [In order to qualify for unpaid leave under this Policy, an employee must have a minimum of <<state>> years of continuous service.]

18.5 An employee who wishes to request leave in order to undergo elective surgery must:

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

18.5.2 provide a statement from a medical practitioner that elective surgery has been recommended and the likely recovery period;

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

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

18.6 In the event that the employee suffers an unexpected outcome of elective surgery, the normal sick pay policy will apply, following receipt of the appropriate certificate/fit note.

18.7 When an employee suffers an unexpected outcome of elective surgery, the Company will conduct a review with the employee.

19. WORK ARRANGEMENTS

19.1 Where an employee is absent for a long period of time, he or she is responsible for ensuring that a handover of messages and calendars and for ensuring that a handover is in relation to their work. Where an employee is absent for reasons of sickness, the employee's line manager will ensure that the employee's voicemail or calendar to ensure that colleagues are aware of alternative contact details.

20. DATA PROTECTION

20.1 The Company will monitor absence and reasons for absence.

20.2 All information gathered under this Policy will be held and treated in accordance with the Company's Data Protection Policy lawfully and in accordance with applicable laws.

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Policy and Privacy N
20.3 Where the Company
for processing an em

e interests as the legal ground
object to the processing.

This policy has been approved & au

Name: <<Insert N

Position: <<Insert N sources Manager>>

Date: <<Date>>

Signature:

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