



Sickness and Absence Policy

This policy deals with sick pay, reporting sickness and absence and how we manage sickness absence. Failing to report absences under this policy or falsely claiming sick pay will be treated as misconduct. This policy is only applicable to employees. This policy does not form part of your contract of employment, and we may amend it at any time. More details can be found on our sickness and absence policy in our employee handbook, which is located on our staff Intranet.

How to report that you are sick

If you cannot attend work because you are ill or injured and it has not previously been authorised by the Company, you must inform your line manager of your absence, the full reasons for it and (if possible) your likely date of return by 8:30am on each working day of absence, until you have provided the company with a Medical Certificate (fit note). Employees can get a fit note from either GP or hospital doctor, registered nurse, occupational therapist, pharmacist or physiotherapist.

You are then expected to report your sickness absence on E-days; our absence management system. Managers should ensure that absence has been correctly recorded and reported to HR. Prolonged or intermittent cases of absence may be subject to a review with your line manager.

If you are absent from work due to sickness or injury which continues for more than seven days (including weekends) you must provide the company with a medical certificate (fit note) by the eighth day of sickness or injury. This must be provided to your line manager and HR. If your sickness absence is going to continue when the fit note expires, it is your responsibility to provide us with a new certificate covering your continued absence.

Unauthorised absence

Absence that has not been notified according to the sickness absence reporting procedure will be treated as unauthorised absence. Cases of unauthorised absence will be dealt with under our Disciplinary Procedure.

Sick Pay

If you are absent from work due to sickness or injury and provided you have reported your absence following the sickness absence reporting procedure, you will be paid Statutory Sick Pay ("SSP"). SSP may be payable for up to 28 weeks.

Any payment in respect of a period of absence will be determined in the sole discretion of the Company. The payment will be inclusive of any SSP to which you may be entitled.

Return to work forms and interviews

You will be required to complete a self-certification form upon your return after any period of absence, which must be returned to your line manager and HR. This form can also be found on our staff Intranet. Your line manager will arrange a return-to-work interview when you return to work after any absence longer than 7 days (including weekends). A return-to-work interview enables us to confirm the details of your absence. It also gives you the opportunity to raise any concerns or questions you may have, and to bring any relevant matters to our attention.

Signed

Martin Sandall
Managing Director
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