

Sickness Absence Policy

Updated: December 2015

Next revision date: December 2016

1. Objective

- 1.1 This policy outlines the organisation's approach to managing staff who are absent from work due to ill health, whether this is a short term or long term absence.
- 1.2 This policy outlines what payments will be made to colleagues who are absent from work due to ill health.
- 1.3 This policy on managing sickness absence is designed to help and encourage all staff to achieve and maintain the required standards of attendance at work.
- 1.4 All employees will be treated fairly, consistently and sensitively during times of illness and are encouraged to make use of the support mechanisms available to them.
- 1.5 All employees understand their responsibilities and follow sickness reporting arrangements.

2. Scope

- 2.1 To create a working culture where absence does matter and will be noticed, whilst being committed to helping staff to overcome or cope with ill health and return to work as soon as possible.
- 2.2 To address poor or unacceptable attendance and dealing with in a fair, timely and constructive manner. This could be through Sickness Absence Capability or Disciplinary procedures.
- 2.3 Appropriate adjustments will be made for disability and pregnancy related absences.

3. Key Principles

3.1 Staff's responsibility:

- Notify your Line Manager via telephone at least one hour before your start time if you are unable to attend work due to illness.

Document name		Location/File path	
Sickness Absence Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike

- **Keep in contact regularly with your Line Manager to give updates on your current and on-going condition.**
- **Provide Fit for Work notes from your GP for absences over 7 consecutive days (including weekends, rest days or public holidays).**
- **Be available for any Occupational Health or independent medical appointments we may require you to attend.**
- **Ensure your absences are recorded accurately.**

3.2 Eligibility and levels of pay:

- **Staff (other than temporary staff) who are absent from work through illness are entitled to occupational sick pay to be determined using the following scale, where SSP means Statutory Sick Pay:**

During the first 6 months continuous service (the probationary period)	1 week full salary, followed by SSP.
From 7 months continuous service until to 2 years continuous service	1 month full salary followed by up to 5 months half basic salary and SSP thereafter.
In excess of 2 years continuous services.	6 months full salary and SSP thereafter.

- **F**
or the purpose of occupational sick pay “full salary” is made up of an allowance, which is added to SSP to give a total amount, equivalent to the individual’s normal pay. “Half pay” is half normal pay plus SSP.
- **The continuous service requirements are based on the length of service to the individual member of staff has completed as at the first day of sick leave.**
- **Pension contributions during the period of sick leave will be based upon the individual’s earned income. Therefore when an individual is paid at his or her full salary, no amendment in pension contributions will occur. When the individual is**

Document name		Location/File path	
Sickness Absence Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike

receiving half pay pension contributions will correlate as when receiving SSP.

- The Company is responsible for paying to all staff SSP for up to 28 weeks of sickness (consisting either of a continuous period of sickness or of separate periods of sickness four days or more). For this period, SSP replaces entitlement to State sickness benefit.
- Sick pay is treated like any other pay and the Company will deduct Income Tax and National Insurance where appropriate.
- The first three qualifying days in any period of sickness will not attract SSP nor count towards the employee's 28 weeks' total entitlement unless a second or subsequent period of sickness falls within 56 days of the end of an earlier period of sickness.
- The weekly amount of sick pay that an individual will receive will depend upon their average salary in the eight weeks before the absence commenced. In calculating the amount of SSP due to part weeks of sickness, the daily rate of SSP will be one seventh of the weekly rate of SSP.
- In certain circumstances the Company will not be obliged to pay staff sick pay including SSP. Please refer to the Personnel Manual to see the full list.
- Staff who are excluded from SSP may be able to claim Employment and Support Allowance (ESA). Staff who are not entitled to occupational sick pay will be paid SSP.

3.3 Trigger points

The Company considers the following absences as a cause for concern. These are referred to as trigger points:

- 4 or more episodes of sickness absence in a rolling 12 month period and/or
- 9 working days of sickness absence in a rolling 12 month period and/or
- Where the number of absences in a short period warrants immediate action, e.g. 3 episodes or 6 working days in 6 months

Document name		Location/File path	
Sickness Absence Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike

- **A pattern of absence which is causing concern, e.g. regular Friday or Monday absences or absences regularly occurring on a particular day/week, pre or post annual leave, school holidays, public holidays, pay day.**
- **The trigger points for employees that work fewer than 5 days in a week will need to be pro rata to the number of days, as detailed below, but not the number of occasions:**
 - **Anyone working 1 day = trigger point is 2 days absence**
 - **Anyone working 2 days = trigger point is 3.5 days absence**
 - **Anyone working 3 days = trigger point is 5.5 days absence**
 - **Anyone working 4 days = trigger point is 7 days absence**
 - **Anyone working 5 days = trigger point is 9 days absence**
- **The above should be applied irrespective of the number of hours working in a day. Where employees do not work the same amount of days each week, the trigger will need to be pro-rata to an average working week for these situations.**

3.4 Elective Surgery

- **If you opt to have elective surgery, this is not considered to be sick leave and therefore you are not eligible to receive sick pay.**
- **The employee should speak with their Line Manager and HR to make arrangements to either take this leave as annual or unpaid leave.**

3.5 Medical Appointments

- **The employee will be allowed reasonable time off to attend appointments with a doctor, dentist or medical consultant. For further details, please refer to the Staff Handbook.**
- **Staff who return from work after an illness, operation or period of hospitalisation may at the Company's request be required to be examined by their GP or Consultant. If the Company is concerned about your health during your**

Document name		Location/File path	
Sickness Absence Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike

employment, it may also suggest that you be examined by your GP. The Company may request access to any report prepared by your GP in these circumstances.

3.6 Sickness Absence and Annual Leave

- If a member of staff's absence for illness starts before and continues into a period of annual leave, this will be treated as sickness absence and their annual leave can be taken at another time. This does not extend to Public Holidays or staff that fall ill whilst taking annual leave.
- Sickness which continues until after annual leave will be treated as sickness absence in the normal way described above.
- Any member of staff who is absent on sick leave for at least a year, and who has exhausted company sick pay is no longer legally entitled to receive four weeks' statutory paid holiday.

Mark Pike

Policy signed by CEO:

Date: 01/12/2015

Mark Pike

Document name		Location/File path	
Sickness Absence Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike