



Sickness

There will be times when an employee is ill and cannot work.

The company will provide support based on the legal framework at the time.

Employees are required to notify the company of their absence through sickness as soon as possible. You must notify this to your Supervisor/Manager and the reason why.

The first **3 working days** in a row of any period of sickness not linked are waiting days and are not paid. The number of qualifying days for sickness benefit is the normal working days per week

Sickness will be paid in accordance with the Statutory Sick Pay Scheme, at the current statutory rate. Statutory Sick Pay is payable to all employees and is paid for a maximum of 28 weeks within the period of incapacity. Employees failing to comply with their obligations under that Scheme will invoke disciplinary action, which may lead to their dismissal.

To enable the company to deal fairly with absence, employees are required in each case of absence to produce a Fit Note for a period of up to 7 days or a Statement of Fitness to Work for a period of more than 7 days.

A fit note (sometimes called a sick note) must be issued the (note can be printed or digital) by one of the following healthcare professionals:

- GP or hospital doctor
- Registered nurse
- Occupational therapist
- Pharmacist
- Physiotherapist

Failure to follow the requirements will lead to use of the statutory disciplinary procedure.

Employees returning to work after sickness absence must notify the company in advance of their return by contacting the office **1 day** in advance.

Employees can take statutory holiday on long term sick leave but must book and take them in the usual way.

Employees are reminded they do not accrue payment in lieu whilst on long term sick leave.

Employees absent through long term sickness for the whole holiday year (12 months or more) will not be entitled to claim holiday or payments in lieu in excess of the statutory amount.

Statutory Sick Pay ceases when: -

- Employees return to work.
- Employees leave employment.
- Employees cease to send in doctor's certificates.

Training (sickness)

Any training given by the company will be conditional upon company requirements being fulfilled.

Employees who fail to attend pre-booked courses without a valid reason will be required to pay the cost of the course by deduction from wages.

The cost will be waived on provision of a **Fit Note** form for a period of up to 7 days, or if the course can be re-arranged.