



Sickness Policy

Overview

It is important that every employee recognises that, whenever they are absent from work, an important member of the team is missing.

Your absence means that other members of the team have to cover your work and it is therefore essential that sickness absence is kept to a minimum.

We would like to do all that we can to ensure that this is the case, and also to help you return to work as quickly as possible after any period of sickness absence.

Employees who claim to be absent from work through sickness or injury, but who are not genuinely unable to work, will be dealt with through the Company's Disciplinary Procedure (this can be found in section 26 of your Handbook).

Reporting Sick

If on any day you are absent from work through sickness or injury, you must let your manager know before the time when you would normally be required to work on that day that you will not be coming in. You are expected to do this via telephone.

You must also let him/her know:

- Why you cannot come in
- How long you anticipate being away for
- Who should cover the work that you were to carry out on that day

Your manager will then record your absence on your Cintra absence Calander and make the necessary work arrangements to cover your absence.

Regular contact must be made with your manager during your period of absence to let him/her have this information, until such time as your absence is covered by a Sick Note from your GP.

Once a Sick Note is in place you should contact your manager before the sick note expires to advise them of your intentions to return to work or further support is needed.

If your manager is not available when you call, you should leave a message for him/her to return your call.

If you are not able to provide the information personally, you should make sure that another person on your behalf provides the information required by these Rules. That person should also provide their name and contact details, and their relationship to you.

Returning to Work

As soon as you return to work, no matter how long the period of absence, you will be required to attend a RETURN-TO-WORK INTERVIEW with your manager.

The purpose of the interview and to record it is to see whether the Company can do anything to help you keep your sickness absence as low as possible.

Once this information has been agreed it will be recorded on your Cintra record.

Sick Pay

In the event of sickness or injury you will be entitled to receive statutory sick pay from the 4th day of absence. This is subject to you having followed the notification and qualifying conditions above. SSP is paid at the government set rate and is payable for up to 28 weeks. Full SSP guidelines can be found on the .gov website.

The company also operates a non-contractual discretionary sick pay scheme. This will be limited to **1** continuous absence in a rolling 12-month period from the 1st January 2021 (or your start date if after this). Your length of service with the company will determine your entitlement –

- No payment will be made in the first six months
- Seven months to less than 2 years – 2 weeks at full pay, 2 weeks at half pay
- Over 2 years but less than 5 years – 4 weeks at full pay, 4 weeks at half pay
- Over 5 years – 6 weeks at full pay, 6 weeks at half pay.

Should you be absent for a 2nd period during this time then the statutory sick pay criteria will apply. Payments made under this scheme are entirely at the discretion of management and the right is reserved to amend or withdraw the scheme completely.

The company will pay you for this absence at your basic rate of pay for your daily contracted hours of work. This payment will be inclusive of any statutory sick pay.

Company sick pay will not be paid for periods of absence either side of annual holiday leave or public holidays unless a doctor's certificate is produced.