

## **Sickness and Absence Policy [R7M-HR-POL-011 Rev CO 20240306]**

We understand that life can throw unexpected curveballs sometimes, and that's okay. But to keep things running smoothly, it's important we're all on the same page about absences.

Our team ethos and values are very much about everyone achieving together as a team, therefore, are passionate about making sure we are all at work more often or not.

### **What happens if I am sick?**

If you are unable to work due to being unwell, or for a similar reason, please let us know as soon as you can. Usually, you should talk to your line manager, however if that is a problem for any reason, please let someone else know.

Ideally, we would like to know what is wrong, when you may be back, and it would also be helpful to know if there is anything we may need to pick up.

### **What if I just don't show up?**

We would like to think that everyone in the team would not just leave us hanging and not show up to work without letting someone know. If we are worrying about where you are, and why you haven't gotten in touch with us, it means something else is probably wrong. If we do find ourselves in this position, we may take the following steps:

- Initially, we will try to make reasonable efforts to contact you by telephone and/or email to establish the reason for you not showing up.
- If we are unable to make contact directly and we are concerned about your welfare, we will contact your emergency contact.
- If by the start of the second day we have not heard from you, you will be invited to a more formal meeting to discuss the absence.
- If we have had no response by the third day, or you do not attend the meeting, we will invite you to attend a meeting under the disciplinary procedure.

### **What does self-certification and fit note mean?**

If you are going to be off sick for up to 7 days, you can self-certify – meaning, you can just tell us yourself. If you are going to be off for longer than seven calendar days, then this period must be certified by a fit note.

A fit note is issued by a GP and effectively 'signs you off' work. The fit note should cover the full period of absence and provide a brief explanation of the employee's absence or condition, and if known their expected return to work date or next GP appointment.

Please keep up updated on how you are getting on, and when you might be coming back to work.

### **What if my sickness/absence becomes long-term?**

Sometimes, and we hope rarely, people may need to be off sick for a long time. We will consider your sickness long term if you have been off sick for two consecutive weeks or more. Naturally at this stage



we will be concerned for your wellbeing and will also have to begin to consider what we will need to do to cover you at work.

At this stage we are likely to ask you to attend a meeting with us, and HR. At this meeting we will try and understand your illness more and attempt to establish what we can do to help you and discuss how we might be able to facilitate a return to work.

If a return to work is not possible, we may ask you to attend further meetings, have a medical examination, meeting with an occupational health professional or ask to access your medical records. If you do not feel that you want to help us with these things, it may mean that we need to make some decisions about your situation without the information that we may discover.

At this meeting, we will seek to understand the nature of the illness and establish the likely return to work date if known. We can also discuss any interventions or support that can be offered to assist your return to work.

After the initial review meeting, further regular review meetings will be scheduled to allow both parties to be kept informed.

We reserve the right to ask you to undertake an independent medical examination with an occupational health physician to indicate your capabilities at any time.

In the worst-case scenario occurs, and we are unable to facilitate a return to work, we may decide to go down the route of a capability process, which may end in you being dismissed. In this instance, we would follow our policy set out to ensure we are safe and transparent.

### **What do I get paid if I am sick?**

We do not have a company sick pay scheme. If you are sick, you will be paid SSP. It is not usual practice for us to allow you to take leave when you are sick.

We reserve the right to assess each situation around sickness on a case-by-case basis, and the directors of the business withhold the right to make a decision around sick pay which may differ from what is set out here.

### **Other time off during work hours**

We understand that unforeseen circumstances or personal emergencies may arise, necessitating your absence during regular working hours. While we encourage you to schedule appointments and handle personal matters outside of your work hours whenever possible, we recognize that this may not always be feasible.

In such cases, it's important to follow the proper procedure. Any time off during working hours must be authorized in advance by your Manager, except in emergency situations where immediate action is required. To request time off, please complete an Absence Request Form and submit it to your Manager for approval.



It's essential to note that unless the circumstances are unforeseeable or emergencies, time off during working hours will typically be unpaid. This policy ensures that the operations of the Company continue smoothly while allowing flexibility for employees to address personal needs when necessary.



*Kristen Branford*  
20240306

Signed:

Position in Company: Managing Director

Date: 20240306