



Sussex Clubs for Young People Sickness Absence Policy

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Signed

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Purpose

This policy applies to all employees. It aims to minimise the disruption caused by employee absence by setting clear guidelines on absence notification. It encourages regular communication to assist staff to return to work as soon and as safely as possible, and it assists managers in handling absences due to illness or injury in a fair, consistent and effective way. This policy is not contractual but sets out the way in which we plan to deal with absence at work.

We are sympathetic to genuine cases of illness or other problems that might make absence unavoidable. However, excessive or unauthorised absence causes disruption to the business, lowers the morale of other staff and makes us less able to accommodate genuine cases of long-term illness. Therefore, all absences are taken seriously, and unnecessary absence is likely to lead to disciplinary action.

Scope

This policy applies to all employees whether full time or part time.

Related Policies and Procedures

Grievance Procedure

Disciplinary Procedure

Performance Improvement Procedure

Operating the Procedure

Contacting us when sick

1. Where possible you should telephone your line manager at the earliest possible opportunity. You should give details of the nature of your illness and the day on which you expect to return to work. If your anticipated return date changes you must let us know.
2. If you are unable to make the call yourself you should ask someone else to do this on your behalf. Should this not be possible you can send a text or an email.
3. You should keep in regular contact with your line manager during your sickness absence. If you fall ill and are away from home you should provide contact details.
4. We will remain in regular contact with you during your sickness absence and may visit you to discuss your progress back to health.

Time off for medical and dental appointments

Where possible such appointments should be made in your own time, or at the start or end of the day to minimise disruption. If you need to take time off for GP, hospital, medical or dental appointments you must notify your line manager giving as much notice as possible. You may be asked to provide proof of the appointment.

Time off for such appointments will be unpaid. If you have an appointment that is not at the start or end of the working day you will normally be expected to attend work before and after your appointment.

Falling ill whilst on annual leave

If you are ill prior to a period of authorised holiday, or during a period of authorised holiday, and may be unable to take at least the statutory minimum holiday entitlement during the holiday year (including any bank/public holidays taken as paid leave) you may be able to request that the period of illness during the authorised holiday be converted to sick leave. In these circumstances, you should follow the notification procedure set out in terms and conditions of employment and the staff handbook.

Keeping in touch where the absence is longer than seven calendar days

1. You should remain in touch whilst you are off sick. If you are not at your home location during your sickness absence you should let us have contact details for you.
2. We may contact you during your absence to see how you are, and discuss your return to work. We may also contact you to ask work related questions.
3. If you are absent due to illness for more than one week we may visit you at home to discuss your health and how we can support your return to work.
4. You must obtain a Statement of Fitness for Work from your GP, or other relevant medical practitioner. We will then review the GP recommendations with you so that we can support your return to work.

Self-certification

If your absence is due to sickness and lasts seven or less consecutive days, you are required to complete a self-certification absence statement when you return to work.

For eight or more consecutive days, you are required to send in a medical statement completed by a doctor. If your absence continues, you should send in further medical statements to cover the absence accordingly. These statements must be obtained and submitted promptly.

This should be sent to your line manager. You should also endeavour to let your manager know when you will be fit to return to work, and SCYP reserves the right to maintain reasonable contact with you during any period of sickness absence.

Requesting medical records

If your absence extends beyond seven calendar days, or if you have frequent occurrences of short-term sickness absence we reserve the right to ask you to attend an independent medical examination.

Also, if your absence extends beyond seven calendar days, or you have frequent occurrences of short-term sickness absence we also reserve the right to ask your permission to contact your GP, or other relevant practitioner, for a medical report. You will be provided with details of your rights under the Access to Medical Reports Act 1988.

We also reserve the right to ask you to consent to a medical examination by an occupational health practitioner of our choosing.

Medical reports, and examinations, will only be requested where there appears to be an ongoing health related problem which means you are unable to undertake the requirements of your role.

Sick pay

Company sick pay

The decision to pay Company sick pay is wholly discretionary. Payment of Company sick pay will be made providing you have the relevant length of service; all procedures have been followed and if your level of attendance meets the required standard.

Company sick pay is paid at your normal basic salary and is inclusive of any Statutory Sick Pay (SSP) entitlement. The following company sick pay arrangements are currently in operation (for a 12-month rolling period).

The following conditions apply, based on length of continuous service:

- Up to 12 months service Statutory Sick Pay (SSP) only
- More than 12 months service 20 days full pay, then 20 days half pay

NOTE: Payment will only be made if the sickness and absence reporting procedure detailed above is followed.

Pension contributions will continue as normal while you are paid at the full rate. If your pay during any period of incapacity is reduced or you are paid SSP only, the level of contributions in respect of your membership of the NEST Pension Scheme may continue, subject to the relevant pension scheme rules in force at the time of their absence.

If you receive any payments from a third party (including your own Insurance Company) in respect of damages for absence due to incapacity, then we reserve the right to request reimbursement of Company sick pay previously paid to you.

Statutory Sick Pay (SSP)

If you exhaust the above sick pay allowance, you will be entitled to continue to receive SSP for up to 28 weeks in total in any 12-month period subject to you complying with the SSP rules.

The Company is responsible for paying SSP to you if you are eligible. As with other earnings, SSP (the rate of which is set by the Government) is subject to the deduction of income tax and all other

normal deductions. We will inform you if you are not eligible for SSP. SSP is paid in respect of qualifying days on which you are unable to work through sickness. Qualifying days are those days on which you would normally work. Generally, SSP is not payable for the first three qualifying days of sickness which are known as “waiting days”, but this may not always be the case if you are absent on more than one occasion within a short period of time. SSP is only paid when the sickness absence is for four or more consecutive qualifying days

Returning to work

Irrespective of the time you have been away from work due to sickness absence you will have a ‘return to work’ meeting with your line manager. The reasons for your absence, and any temporary adjustments which are needed, will be discussed.

On your return to work you must complete a self-certificate form. You can get this from the office.

Repeated short-term absence

- Where you have excessive periods of short-term absence this will be highlighted to you informally.
- Should this sickness pattern continue you will be invited to a disciplinary meeting to discuss your unsatisfactory attendance. This step will apply irrespective of whether the absence is believed to be genuine or not.
- If, despite warnings, your attendance does not substantially improve you may be dismissed. If dismissal becomes likely as a result of your persistent absence you will be invited to attend a formal disciplinary meeting to discuss your attendance. You will be sent a letter inviting you to the meeting and detailing your right to have a trades union representative or colleague attend with you.
- Following discussions regarding your attendance, if a decision is made to dismiss this will be confirmed in writing and you will be advised about your right to appeal.

Long-term sickness absence

- Where you are absent from work for more than four weeks [Add job title, or name of person who will visit] will normally visit you at home to discuss your progress and ask permission to contact your GP or medical practitioner for a report.
- Whilst you have the right to refuse to agree to us receiving a report we believe that access to such information will help us formulate a plan to assist your return to work.
- If you are unable to take your statutory annual leave due to sickness absence this will be carried forward to the following year. You may then choose to take some of this leave immediately after the end of your sickness absence.
- If your absence continues for more than three months, or it becomes apparent that you are unlikely to return to work we will review the situation. Such a review may conclude that you should be dismissed on grounds of ill-health.
- Should dismissal become an option you will be invited to a formal meeting where your sickness absence will be fully discussed. You will have the right to have a trades union representative or colleague attend the meeting with you.

Following discussions regarding your attendance, if a decision is made to dismiss you this will be confirmed in writing and you will be advised about your right to appeal.