

# SICKNESS ABSENCE PROCEDURE

Title:                               Sickness Absence Procedure

Abstract:                           This document details the procedure required to be followed in the event of Sickness Absence. The policy is mandatory.

Author:                             [Author Name]

Business Approval:             [Approver Name]

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## AMENDMENT RECORD

Issue Number	Date Issued	Description and Author
001		Original Issue

## Sickness Absence Reporting Procedure

If you are unable to attend work due to illness or injury, you must comply with the following sickness absence reporting procedure:

On the first morning of your sickness absence, you must telephone the Company and speak to your line manager at the earliest possible opportunity and as close to your normal start time as possible. In any event, this must be no later than two hours after your normal start time. You should give details of the nature of your illness and, if the illness is of a minor nature, you should indicate when you believe you will be fit to return to work. You must inform your line manager as soon as possible of any change in the date of your anticipated return to work.

For an absence of seven consecutive calendar days or less, you are required to telephone your line manager on a daily basis in accordance with the reporting procedure set out above. You must also complete a self-certification of sickness absence form immediately on your return to work. Self-certification forms are available from work but it is your responsibility to ensure one is completed. You are reminded that it is a serious disciplinary offence to provide false information on a self-certification form.

Should your sickness absence be for a period in excess of seven calendar days, you are required as an absolute minimum to contact your line manager on a weekly basis in order to provide an update on your illness or injury. A doctor's certificate must also be obtained. A new doctor's certificate must be submitted each week. Your doctor's certificate must be forwarded to your line manager as quickly as possible and in any event no later than the end of the calendar week in respect of which the certificate applies.

You should have certificates (either self-certification of sickness absence forms or doctor's certificates) to cover the entire period of your sickness absence.

For all periods of sickness absence of half a day or longer, your line manager may require you to attend a "back to work" interview on your return to work to discuss the reasons for your absence and, in particular, whether it was work-related.

For long-term sickness absence, your line manager may request to visit you at home.

For long-term sickness absence or frequent periods of sickness absence, the Company may request a medical report from your GP or consultant or alternatively request that you visit a doctor selected by the Company to undergo a medical examination. The cost of any such report or examination will be met by the Company and you are required to co-operate in the obtaining and disclosure of all results and reports to the Company. The Company will only request you to undergo a medical examination where reasonable.

The Company reserves the right to withhold sick pay in circumstances where the certification procedure described above has not been followed or where there is sufficient reason to doubt the validity of your sickness absence claim. In the latter circumstances, the Company may request you to undergo a medical examination by a doctor selected by it.

On being fit to return to work, you must contact your line manager and let them know as far in advance as possible of the proposed date of your return. Persistent short-term sickness absence is, in the absence of any underlying medical condition or other reasonable excuse, a disciplinary matter and will be dealt with in accordance with the Company's disciplinary procedure.