

Sick Absence Policy

Aim of the Policy

The aim of this policy is to provide a standard process and consistent approach for managing sick absence .

Policy Statement

The Charity believes that when handling sick absence employees should be treated in a way that is sensitive, fair and balances the needs of the employee and the Charity.

Definitions

1. ‘Sick Absence’ is defined as an incapacity to carry out the duties and responsibilities which an employee is contractually obliged to do because of his or her own illness or injury.
2. All employees with earnings over the qualifying threshold (currently £112 per week) are entitled to Statutory Sick Pay in accordance with government guidelines. (www.gov.uk/statutory-sick-pay/overview)

Entitlement

The weekly rate for Statutory Sick pay is currently £88.45 for up to 28 weeks. It is paid:

1. for the days an employee normally works (qualifying days)
2. in the same way as salary, eg on the normal payday, deducting tax and National Insurance
3. when the employee is sick for at least 4 days in a row (including non-working days) (SSP is paid from the fourth day that an employee is normally required to work)
4. SSP is not usually paid for the first 3 qualifying days
5. SSP stops when the employee returns to work or no longer qualifies (eg over 28 weeks)
6. An employee’s period of sick absence is not interrupted if they take annual leave

Sick Absence Process

1. Employees must notify their line manager/supervisor either personally or through a 3rd party as soon as possible on the first day of absence and keep the Charity informed of the reason for the absence and likely return date.
2. Failure to notify may result in SSP being withheld.
3. For sick absence for a period of four to seven calendar days the employee should submit a self-certification form (Appendix i) on their return to work.
4. For periods of eight calendar days or more the employee must obtain a medical certificate from their GP (fit note) covering the eighth day of absence and onwards. This should be sent to the line manager/supervisor. Subsequent medical certificates are required if the current certificate expires.
5. Employees must keep their line manager/supervisor informed of their progress and possible return to work date.
6. Staff absent for more than 14 days through sickness may be subject to a mandatory occupational health review, at the expense of the employer. Our occupational health provider will provide a report which will contain advice on the present capability of the employee to carry out their duties. Occupational Health may also provide guidance on actions that the employer could take to assist the employee to return to work. This advice will be fully considered when a decision is made concerning the appropriate course of action to be taken.
7. If the Charity has ongoing concerns regarding your health you may be referred to an Occupational Health Specialist and a request may be made to your GP for a full medical report. Additionally, the Charity will be entitled at its expense, to require you to be examined by an Independent Medical Practitioner of the Charity's choice at any time (whether or not you are absent by reason of sickness or injury) and you hereby agree that the Doctor carrying out the examinations(s) may disclose to and discuss with the Charity the result of such an examination(s). A refusal to be examined or provide consent may lead to disciplinary action being taken, including dismissal.
8. Appointments for dentist, doctor or other medical reasons does not qualify as sick absence

Return to Work Interview

The line manager/supervisor should meet with the employee upon return to work to:

1. check that the employee is fit to return to work and discuss any actions such as short-term changes to working arrangements that may be required
2. complete a sick absence form and review attendance records if appropriate
3. if appropriate, to discuss the possibility of re-occurrence and what, if any action should be taken

This Policy is supported by and has been agreed by the Hospice Hope Board of Trustees.

Signed: Stewart Shepherd

Date: 7 November 2016

Policy review date November 2017

This document has been created using www.gov.uk/employers-sick-pay where further information can be found if required.