

Sickness Absence Policy

If you are unwell and cannot come to work, you must contact your manager by phone call (not text) to make them aware of your absence before your usual start time and state the reason for your absence. For absences greater than 1 day you are required to keep in regular phone dialogue contact with your manager. Such contact during your absence should be maintained by you, not a relative or friend.

If you are absent for up to 7 calendar days, you must complete a Self-Certificate upon your return to work. This should also be signed by your manager, who may also conduct a return-to-work interview with you, upon your return to work.


For any absences exceeding 7 consecutive calendar days, you are required to submit a doctor's certificate (fit note) as soon as possible. Any further doctor's certificates must be obtained and submitted regularly as determined by your doctor, during the whole period of your absence.

We recognise that you may have to take extended time off due to sickness absence. In such cases we may carry out a welfare meeting, at an appropriate time. Additionally, we reserve the right to obtain your consent for a medical report from an appropriate doctor, and/or we may also decide to refer you to an independent occupational health specialist, the cost of which will be borne by us.

We will regularly monitor attendance levels and any unacceptable levels of attendance or short term frequent absent and/or failure to adhere to the Sickness Absence policy could result in formal disciplinary action. There may be cases where an appropriate level of warning is issued, and in cases of long-term absence with limited or no prospect of return to work in the foreseeable future, we will normally move directly to termination of employment.

You will normally be entitled to receive Statutory Sick Pay (SSP) for any periods of sickness absence. SSP is payable for up to 28 weeks. Please note SSP is not normally payable for the first 3 days, unless you have been sick (for the same or a linked reason) in the previous 8 weeks. Some employees (who do not earn enough to pay National Insurance Contributions) are not eligible for SSP.

All sickness absence should be communicated to us as set out above. Unauthorised absence is not permitted and will not be paid. Any unauthorised absence may result in formal disciplinary action.

A handwritten signature in black ink that reads 'Julie Scobie'.

Julie Scobie

Financial Director

2nd May 2023