



## STAFF SICKNESS POLICY

### INTRODUCTION

Blackdown Support Group is committed to maintaining the health, well-being and attendance of all our employees. The overall aim of this policy is to strike an effective balance between the service needs of the organisation and the need for the employee to be given time to recover from illness.

### PRINCIPLES

This policy is based on the following principles:

- We ask each employee to take responsibility for maintaining good attendance and reporting absence according to the procedures set out below.
- The provision of reasonable payments to employees who are unable to work due to sickness.
- The support of employees with genuine grounds for absence for whatever reason.

### ABSENCE REPORTING PROCEDURES

**Notification.** Notification of absence from work owing to illness must be given to the line manager by telephone as early as possible, and no later than the normal start of work, on the first day of sickness. When possible notification of absence should be given the previous evening to allow staff cover to be arranged. In the event that the line manager is unavailable, a message should be left on the office answer phone or with the Surgery. When giving notification of absence, the employee should give a clear indication of the nature of the illness and the likely date of return to work. Employees who leave work early because they are unwell must inform their line manager or the Surgery before they leave the building.

**Certification.** Sickness certificates are required for all absences and should cover all calendar days, including work days, weekends, public holidays and any days not normally worked by a member of staff. The following procedure must be followed:

- **Day 1 to 7.** Employees may self-certify for up to 7 days. These days include weekends and non-working days. Employees must complete a

Self-Certification Form as soon as possible or immediately on their return to work.

- **Day 8 onwards.** Periods of sickness in excess of 7 days must be covered by a Medical Certificate (Fit Note) signed by a doctor, commencing on the eighth day of the illness, irrespective of days which would normally have been worked. This must be received by the line manager within 3 working days. Consecutively dated medical certificates must be received for the full sickness period.

## **SICKNESS PAY**

Sickness pay is covered in a separate policy statement.

## **RETURN TO WORK**

A 'fit for work' certificate is required should an employee wish to return to work before their Medical Certificate runs out.

After absences of more than one week the line manager will have an informal discussion with the employee in order to establish:

- The reason for and cause of the absence
- The employee is fit to return to work
- Whether the employee needs any support to return to work

## **TERMINAL ILLNESS**

Blackdown Support Group will approach cases of terminal illness with as much sensitivity and flexibility as possible.

## **DISABILITY RELATED ABSENCE**

Where an employee experiences sickness absence as a result of a disability it will be recorded separately and treated in line with the Equality Act 2010.

## **MATERNITY RELATED ABSENCE**

Maternity Related Absence will be treated separately from sickness absence in accordance with the Statutory Maternity Pay and Leave regulations.

**Review Date:** December 2016

**Approved by Committee on:** 14 February 2017

**Signed by Chairman:** Sarah Folland

**Next Review Date:**