

# Sickness Policy and Procedures

Being ill is hard for the person who is ill and for the organisation.

Our policy aims to be fair to staff and the organisation.

## **What to do if you are ill**

### **1. If you are ill and cannot come to work**

You must tell your manager.

You must tell them by 10am that day.

You must say when you expect to come back to work.

### **2. Self-Certification**

If you are off sick for 1 to 3 days, tell your line manager why you were off work.

If you are off work for 4 to 7 days in a row, you must fill in a Sickness Self Certification form.

This includes weekends. So, if you are off sick on Friday **and** Monday, you were sick for 4 days in a row.

### **3. Note from the doctor**

If you are off work for more than 7 days in a row, you must get a doctor's Fit Note and give it to us.

If you are likely to be off work for more than 4 weeks, you and your manager need to keep in contact and you will decide the frequency of contact between you

### **Short term sickness when you are on Annual Leave**

If you are sick on annual leave:

- you must get a doctor's certificate for us
- we will call the time sick leave, not annual leave
- you will be paid sick pay
- you can take your annual leave another time

### **Sick Pay**

We will pay you sick pay. Details of how long we will pay you for will be in your contract terms and conditions.

## **Return to Work Interviews**

Your line manager will talk to you when you come back to work to:

- check if you are fit to come back to work
- check if you need a phased return
- see if the organisation can help you stay healthy

## **Long-term Sickness**

If anyone is off work for more than a month, the organisation will need to think:

- how the person being off work is affecting the organisation
- how long the person will be off work
- what it says on the Fit Note
- if the person be able to come back to the same job
- if there another job in the organisation that might be better for the person when they come back
- if the person may need to change their hours when they come back
- if the person needs a phased return. This means building back to what they did before they were ill.

The line manager will need to arrange a meeting to:

- talk with the person about this
- make notes
- agree the notes with the person
- make sure the Chair knows if the organisation may need to take action
- stay in touch with the person

The staff member can have a supporter, friend or trade union representative with them for this meeting.

The ACAS website, [www.acas.org.uk](http://www.acas.org.uk), explains the organisation's rights and the staff member's rights.

## **Annual leave when you are on long term sick**

You cannot get paid annual leave when you are off sick.

You can save your annual leave while you are off sick.

This means, when you come back to work you can take your annual leave.

If you leave because of sickness, we will give you extra pay for the annual leave you could not take.

## **Medical Examinations**

If you are sick, we may require you to consent to a medical examination at our expense.

You will be asked to agree that any report produced in connection with a medical examination may be disclosed to us. We may need to discuss the contents of the report with our management service advisers and the relevant doctor.