**VEEVE Sickness Policy**

Introduction

This policy sets out Veeve’s procedures in the event that an employee is sick and unable to work.

Sick Leave

If you are ill or unable to attend work for any reason, you should contact your Line Manager and inform them of the reason for your absence by 9.00am on the first day of absence. Contacting by text message or email is not acceptable, unless this has been expressly agreed with your Line Manager. If you cannot call yourself, you must arrange for someone else to do this on your behalf. You are expected to remain in contact with your Line Manager throughout your absence. Weekly contact should be maintained for absences of up to three months and monthly contact should be made in cases of absence longer than three months. Failure to notify the Company in accordance with this procedure, without good reason, will amount to unauthorised absence, which may lead to disciplinary action. If individuals are absent without informing their Line Manager, the Company reserves the right to contact their next of kin.

For the first seven consecutive days of illness (including weekends and days on which you do not normally work), you must contact your manager on the first day of absence and on every day that you would normally work thereafter, and then self-certify your absence using a self-certification form. This must take place immediately upon your return to work and be authorised by your Line Manager.

Medical certificates signed by your General Practitioner (called statements of fitness for work) will be required for periods of absence of more than seven consecutive days (including weekends and days on which you do not normally work). Self-Certification forms and medical certificates must be submitted to your Line Manager before the end of the eighth day of sickness. If you do not do so, you may lose your entitlement to statutory sick pay (SSP). These forms will be retained on the Company's records.

If your absence continues after the first certificate has expired, further certificates must be obtained as necessary to cover the whole period of absence and forwarded to your Line Manager immediately on each occasion. These forms will be retained on the Company’s records.

If you fall ill whilst working away or travelling on Company business, the same notification process applies. Hotels will have access to details of a locum doctor or dentist for emergency use and these are normally held at the hotel’s reception.

Return to Work

You should notify your Line Manager as soon as you know on which day you will be returning to work. Your Line Manager may require you to visit your doctor in order to be signed as fit to return to work. This will apply particularly if you have been suffering from a contagious disease or pandemic virus or if there is some other concern about your own well-being.

Upon returning to work, you will meet with your Line Manager to ensure that you are fit enough to return and to establish if any further support is needed.

Submission of a medical certificate or Self-Certification of Sickness form, despite giving us the reason for your absence, may not always be regarded by us as sufficient justification for accepting your absence. Sickness is just one of a number of reasons for absence, and whilst it is understandable that if you are sick you may need time off, we must also pay due regard to the Company’s business needs. If you are frequently or persistently absent from work, your absence may damage efficiency and productivity, and place an additional burden of work on your colleagues. We therefore aim to strike a reasonable balance between the pursuit of our business needs and your genuine need to take occasional short periods of time off work because of sickness.

In deciding whether your absence is acceptable or not, we will take into account the reasons and extent of all your absences, including any absence caused by sickness, and our statutory obligations if your absence relates to a disability. We cannot operate with an excessive level of absence, as all absences, for whatever reason, reduce the Company's efficiency.

We will take a serious view if you take sickness/injury leave that is not genuine, and it may result in disciplinary action being taken.

Statutory Sick Pay (SSP)

Provided you have complied with all statutory requirements, we will pay you SSP for each qualifying day that you are absent from work owing to sickness or injury. Qualifying days are the days that you would normally be required to work, as per your normal Terms and Conditions of Employment. The first three qualifying days of absence are ‘waiting days’ for which SSP is not payable. Should you be ill again within eight weeks of your previous illness, the ‘waiting days’ are not served again.

SSP is payable by us to you if you are eligible and have been absent from work because of illness for four or more consecutive days, including weekends and public/bank holidays. It will be paid for a maximum of 28 weeks for any one incident of sickness.

Certain employees may not be entitled to payment of SSP while off sick. Please refer to Finance for further details.

Sickness Whilst on Holiday

If you fall ill whilst on holiday, compensating time for annual leave lost will only be considered if a doctor's certificate is provided. Compensating time for holiday will not be offered for any sickness that occurs over a public/bank holiday.

Holiday entitlement continues to accrue during absence due to sickness or injury.

Conduct Whilst on Sick Leave

You are expected to do your utmost to facilitate your recovery and return to work. If you are absent from work due to sickness you are not expected to participate in any activity which may aggravate your symptoms or delay your return. Any employee who breaches these guidelines may be the subject of disciplinary proceedings.

Unauthorised Absence

Unauthorised absence is absence from work which is either:

* without the prior permission of your Line Manager; or
* where there is no acceptable reason or explanation for your absence.

We will take a serious view if you take sickness/injury leave that is not genuine and this will constitute unauthorised absence. Likewise, a failure to notify us, without good reason, that you are ill (in accordance with the Sickness Policy) will amount to unauthorised absence.

You will not be paid for any days of unauthorised absence and they may form the basis for disciplinary action.