



SICK LEAVE POLICY - UK

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DOCUMENT CONTROL

DOCUMENT NAME	Sick Leave Policy - UK
ABSTRACT	This document details the Sick Leave Policy – guidelines for the management and employees in UK
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AUTHORISATION

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1. PURPOSE & SCOPE

The purpose of the policy is to set out the rules which every employee must comply with if he/she is absent from work due to injury or sickness. It also explains the circumstances in which Statutory Sick Pay (SSP) will be payable to employees. It is important that these rules are complied with, as otherwise absence will be unauthorised and may lead to disciplinary action. It is also important that all the rules are satisfied, or SSP may not be payable.

2. NOTIFICATION OF ABSENCE

Every employee is required to be available for work during regular working hours.

2.1. If an employee is absent from work due to illness or injury, which renders him/her incapable of performing his/her duties he/she must comply with the following requirements.

- 2.1.1 Notify reporting manager by telephone as soon as possible and in any event no later than 0900 hrs on the first day of sickness. If manager is unavailable, employee should contact the HR Manager. If employee is physically incapable of making that telephone call, he/she must ensure that someone else calls on their behalf.
- 2.1.2 Sufficient details about the nature of illness or injury must be given along with an indication as to when employee is likely to be able to return to work. If employee wishes the nature of injury or illness to be kept confidential, please advise reporting manager of this. The manager will accordingly notify such staff as are necessary that concerned team member will not be in the office, but will not divulge the nature of illness or injury, except to other senior members of management who need to know and will ensure that they are aware that the information is confidential.
- 2.1.3 Employee must continue to update reporting manager regularly throughout period of absence by telephone or e-mail. Manager will advise on the level of contact required, dependent on the reason for absence.
- 2.1.4 If employee is absent for 7 days or longer (including weekends) he/she must obtain a medical certificate from consulting doctor and send it manager/HR Manager. If absence lasts longer than is covered by the first medical certificate, employee must obtain a second and, where applicable, subsequent certificates to cover each day of the absence. In addition to forwarding such certificates employee should also remain in regular communication with manager throughout the period of absence.

2.1.5 On return to work employee must update the timesheet portal of absence, which will require manager's authorization.

2.2. Invenio reserves the right at any time to require employee to submit a medical examination at the expense of the Company. In such circumstances, employee will be requested to provide consent for the disclosure of personal medical records and/or a medical report from GP/the appropriate doctor to the Company. Such report would cover the diagnosis, prognosis, and other matters relevant to employee's ability to undertake your duties.

3. SICK PAY

If employee is absent from work due to illness or injury and has complied with the above notification requirements, he/she may be entitled to SSP. Please note that SSP is not payable during the first 3 days of absence due to illness or injury. SSP is payable for a maximum of 28 weeks within a 3-year period. If employee has exhausted his/her entitlement to SSP but remain absent from work, he/she may be entitled to apply for sickness benefit from the Job Centre. employee should disclose to the Company any payments of sickness benefit which he/she receives. The Company reserves the right to terminate employment, whether on the grounds of capability or otherwise, in accordance with contractual notice periods, whether or not employee is in receipt of SSP.

SSP may not be payable where in the reasonable opinion of the Company:

- 3.1. Employee has knowingly entered false information;
- 3.2. Employee failed to follow the rules set out in this policy; or
- 3.3. there are serious doubts based on good grounds regarding the circumstances of employee's absence and/or claim for SSP.

Other than SSP, there is no contractual entitlement to any payment by the Company for absence due to sickness or injury. The Company may however, at its sole discretion, make payment at such rate and at such periods as the Company shall from time to time consider appropriate. If employee is entitled to SSP this will be treated as included in any payments made by the Company in accordance with this statement.

4. CONDUCT DURING SICKNESS ABSENCE

In all cases of sickness or injury which necessitate taking time off work, employee is expected to do his/her utmost to facilitate a speedy recovery and return to work. Employee is trusted to act sensibly and honestly and follow medical advice in this respect.

The Company would not normally expect employee, if he/she is absent from work due to sickness or injury to:

- 4.1. Participate in any sports, hobbies or social activities which are in any way inconsistent with recovery or which could aggravate the illness or injury;
- 4.2. Engage in any work around the home in terms of home improvements or the like where this could aggravate the illness or injury or delay recovery;
- 4.3. Engage in any activity which is inconsistent with the nature of the illness or injury (e.g. carrying heavy shopping bags when suffering from an upper limb injury or;
- 4.4. Undertake any other work, whether paid or unpaid.

The above is a non-exhaustive list of examples of activities which are likely to involve a material breach of this policy, which will result in disciplinary action up to and including summary dismissal.

5. RETURN TO WORK

On return to work employee may be asked to obtain a certificate from treating doctor confirming that he/she is now fit to work.

Employee may also be asked to attend a return to work interview with manager to discuss health and duties.

Where appropriate, the Company will seek medical advice as to the nature of employee's duties, hours of work and location of work following sickness absence. A consequence of absence from work may be that the Company requires that employee undertake alternative or light duties or work different hours on return. The intention of such adaptations to employee's normal duties and hours is to support return to work.

6. SICKNESS BEFORE OR DURING A HOLIDAY

If employee suffers from illness or injury immediately prior to or during a holiday and wishes the Company to treat holiday or such parts of it as sick leave, he/she must obtain a doctor's

certificate detailing the nature of illness or injury and its expected duration. In addition, he/she must inform reporting manager and the HR Manager as soon as possible. The Company may exercise its discretion in the circumstances to treat such period of the holiday during which employee is incapacitated as sick leave.

7. HOSPITAL/DOCTOR/DENTIST/OPHTHALMIC APPOINTMENTS

The above appointments should be arranged outside working hours wherever feasible. If this is not possible, they should be arranged at such time to cause minimum disruption to employee's duties, e.g. during lunch or at the beginning or end of the day. Employee should inform reporting manager as soon as possible that an appointment will be necessary. The Company requires employees to make up the time for attending appointments.

8. INFECTIOUS DISEASES

If employee contracts an infectious disease, he/she must remain away from work and follow doctor's guidance in this respect. He/she must also immediately notify reporting manager and the HR Manager as to the nature of the infectious disease, the date on which it was likely to have contracted and members of personnel and clients with whom he/she has been in contact at any stage when he/she may have been infectious.