

translate plus UK Sickness Policy

- 1) You **MUST** notify your line manager and the HR manager of the reason for any absence by e-mail at least 1 hour before your working hours begin. Please also call your line manager as soon as he/she is in the office to discuss your handover.
- 2) You must supply your line manager with your handover via e-mail or should this not be possible, via phone.
- 3) You must complete a self-certification form which is available from your line manager or the HR manager on your return to work and supply this to your line manager.
- 4) Your line manager will have a short meeting with you to discuss your absence.
- 5) You must obtain a doctor's certificate ("fit note") stating the reason for absence for any period of incapacity due to sickness or injury which lasts for seven consecutive days or more and supply this to your line manager.
- 6) You must obtain further certificates if the absence continues for longer than the period of the original certificate.
- 7) You will have a formal meeting with your line manager and HR representative after the 4th occurrence of sickness during a calendar year to discuss the reason of your absence.
- 8) The company is not obliged to pay any contractual sick pay; any full payment under sickness, no matter under what circumstances, is subject to the Managers' approval.

The company does not pay any contractual sick pay during the first year of employment.

The company does not pay any contractual sick pay during the notice period.

- 9) You may be still entitled to Statutory Sick Pay (SSP) paid by the company if you are sick for at least four days in a row (including weekends and bank holidays and days that you do not normally work) and if you have average weekly earnings of at least £123 a week before tax and National Insurance contributions are deducted.

- 10) SSP is paid for qualifying days. These are the days that you would normally work. However, it is not payable for the first three qualifying days. These days are known as waiting days.

Example: You work from Monday to Friday and become sick on a Friday. Your waiting days will be Friday, Monday and Tuesday. If you continue to be sick, SSP will be paid from Wednesday.

- 11) The standard weekly rate for SSP is £109.40 a week. The company will work out a daily rate of SSP if necessary.
- 12) After your first year, you will be entitled to receive your full salary during any periods of sickness absence up to a maximum of five days in each Half Calendar Year. This entitlement renews at the beginning of each Half Calendar Year and no entitlement can be rolled over into a respective Half Calendar Year.

Example: You have 5 days of sick pay from January to June and 5 days of sick pay from July to December each year.

Please speak to your line manager or HR manager should you have any questions.