

## **SICKNESS ABSENCE**

Tools for Self Reliance recognises that on occasions employees will be sick and unfit to come to work. We want to ensure that staff who are unwell take good care of themselves whilst ensuring that the organisation is able to continue to meet the expectations placed upon it.

### Notification of Absence

Your line manager must be notified of any absence due to sickness on the first day of that sickness or as soon as possible thereafter.

Self-certification is required for all absence up to 7 calendar days. From the 8<sup>th</sup> day of absence you must obtain a medical certificate from your doctor. If your absence is longer you must ensure that is covered by certificates and that there are no gaps between doctors certificates.

All sick leave must be recorded in the leave book in the appropriate column.

### Payment

Where the employee is entitled to Statutory Sick Pay (SSP), TFSR will make up the difference to the employee's usual pay for 28 calendar days in any one year. SSP only will be paid after that time.

### Long term absence

Any member of staff with more than 2 years service will be entitled to long term absence pay.

For one long absence of up to six months, from for example a heart attack, after the first month, TFSR will continue to pay your salary (inclusive of SSP) and pension on the following scale: -

<u>Period of Service</u>	<u>Pay</u>
Up 24 weeks	28 days
24 weeks – 2 years	28 days full pay, 28 days half pay
2 years – 3 years	40 days full pay, 40 days half pay
3 years – 4 years	60 days full pay, 60 days half pay
4 years – 5 years	80 days full pay, 80 days half pay
Over 5 years	6 months full pay, 6 months half pay

After this period payment will be reviewed.

If your sickness absence is frequent or giving cause for concern then TFSR will investigate the reasons for the absence. This will be triggered by the following criteria:

- a) 5 single absences in any 3 month period.
- b) a total of 20 days absence in any 6 month period.

If there are concerns about your likely fitness to return to work, TFSR reserves the right to ask your GP or specialist for a medical report and if necessary ask you to attend a doctor appointed by TFSR.

## TOOLS FOR SELF RELIANCE

Such an investigation may have various outcomes, including but not limited to:

- ◆ A review of workload
- ◆ An adjustment to working hours on a temporary or permanent basis.
- ◆ Changes to working environment
- ◆ Adjustments to support staff in line with the Disability Discrimination Act
- ◆ Instigation of grievances procedure due to harassment/bullying.
- ◆ Further investigation under the disciplinary policy

TFSR has the right to terminate the contract of employment of an employee who does not attend work regularly enough, or is not likely to be fit enough after a prolonged absence to return within a reasonable time, or becomes unable to return to their current role within the organisation. However TFSR will investigate the circumstances and make all reasonable adjustments to support and enable an employee to continue with their employment.