



NoOffence!

Sickness Policy

1. Purpose

- 1.1. The purpose of this policy is to set out what treatment you can expect from NoOffence! CIC if you suffer sickness or injury or if you are absent from work for other reasons.
- 1.2. Your attendance is important to the business and is monitored. This policy identifies points at which NoOffence! CIC will take action if your sickness absence reaches unacceptable levels.
- 1.3. The overriding aim is to ensure a healthy, productive workforce, not to punish you for being unwell. However, NoOffence! CIC cannot ignore the effects on the services and on other employees of lateness or absence from duty, whatever the cause.

2. Statutory Sick Pay

- 2.1. You are entitled to Statutory Sick Pay (SSP) when you are absent from work due to sickness. The main features of the scheme are:
 - 2.1.1. The first three days of incapacity are unpaid (called 'waiting days')
 - 2.1.2. Further sickness is paid at the rate designated here:
http://www.direct.gov.uk/en/MoneyTaxAndBenefits/BenefitsTaxCreditsAndOtherSupport/Illorinjured/DG_175843
 - 2.1.3. Once SSP is exhausted, an employee normally transfers onto benefits, paid directly by the DWP.
 - 2.1.4. If two periods of sickness are separated by less than eight weeks (56 days) then they are linked and the employee need not serve the waiting days again.
 - 2.1.5. More information on qualifying for SSP is available here:
http://www.direct.gov.uk/en/MoneyTaxAndBenefits/BenefitsTaxCreditsAndOtherSupport/Illorinjured/DG_10018786

3. Sickness whilst on holiday

- 3.1. If you are sick whilst on holiday NoOffence! CIC will consider any requests to change arrangements. However, NoOffence! CIC reserves the right to insist that you still take your previously booked annual leave and to pay holiday pay accordingly. Sick pay will not be paid for periods where you are receiving holiday pay.



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3.2. If you wish to cancel any booked leave and use the entitlement at another time then you should inform your line manager as soon as possible. NoOffence! CIC will then decide whether to allow the change and will inform you as soon as possible.

4. Short-term absence

4.1. Your manager will formally review your absence record if in any three-month period there are three separate periods of absence (whether these are certificated or not), or if there is an unacceptable pattern of absence, for example, regular time off on Mondays or Fridays.

5. Long-term absence

5.1. 'Long-term absence' is a period of sickness that lasts longer than two calendar weeks.

5.2. NoOffence! CIC takes a sympathetic view about genuine ill-health problems and will provide a supportive approach to all employees in such circumstances.

5.3. Your line manager will monitor your absence and will counsel you through a period of sickness absence. If, after discussion, it appears that you are likely to be away from work for more than four weeks, your manager will telephone you every fortnight and visit your home every month. These arrangements may be varied by agreement. Home visits will not be made without the employee's consent.

5.4. NoOffence! CIC will make contact to find out the reason for your sickness (including requesting medical information where appropriate), the likely duration of your sickness and if there are any steps that NoOffence! CIC or you can take to speed your return to work.

5.5. Ultimately, if absence does reach problematic levels then NoOffence! CIC may have no choice but to dismiss you. The point at which this action may be taken will depend on the nature of your work and the difficulty caused to the company by your continued absence. Dismissal will be regarded as a last resort and NoOffence! CIC will try to ensure that the following criteria are fulfilled:

5.5.1. Relevant medical information is sought and considered.

5.5.2. Options for alternative duties or working arrangements are examined.

5.5.3. Your views will be taken into account.



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5.6. Before any dismissal NoOffence! CIC will comply with any applicable statutory dismissal procedure.

6. Return to work interviews

6.1. When you return to work from any absence (excluding holidays) your line manager will interview you on the first day you return or as soon as reasonably practicable after that. They will check that you are fit to return, update you on any important matters you have missed and may discuss your absence record if appropriate.

7. Medical information

7.1. If your absences reach excessive levels, NoOffence! CIC may require medical information about your condition from your GP and/or a specialist practitioner of the Company's choosing.

7.2. If NoOffence! CIC requires information from a specialist practitioner, NoOffence! CIC will pay for the examination and for any expenses that you incur.

7.3. If NoOffence! CIC needs a report from your GP, NoOffence! CIC will comply with the Access to Medical Reports Act 1988, which requires that:

7.3.1. NoOffence! CIC obtains your written consent before we contact your GP.

7.3.2. You are given prior access to the report and can refuse NoOffence! CIC access to it if you wish.

7.3.3. You can ask your GP to alter the contents of the report if you feel it is inaccurate. If your GP does not wish changes to be made, you can ask your GP to attach a statement of your views to the report.

7.4. However, you should be aware that if you refuse to supply relevant medical information to NoOffence! CIC we may have no choice but to make decisions about your likely return to work based on the information that is available.

7.5. Therefore, it is in your best interests to disclose medical information.



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8. Further information

8.1. You should be aware of the health and safety implications in the event of an accident at work. For more information contact the Health and Safety Executive's Incident Contact Centre on 0845 300 9923.

Approved by: Chief Executive, 5th January 2015

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