



Sickness Absence Policy

About this policy

This policy was approved by the Unloc Leadership Team on Thursday 14th July and will be reviewed within two years of this date. This policy deals with sick pay, reporting sickness absence and how we manage sickness absence. Failing to report absence under this policy or falsely claiming sick pay will be treated as misconduct. This policy does not form part of your contract of employment and we may amend it at any time. This policy is only applicable to employees.

How to report that you are sick

Where you are unable to work because you are sick or where you have suffered an injury of some sort it is important that you contact your line manager as early as possible and within an hour of your normal start time.

Providing evidence of sickness

- Where the sickness absence lasts for more than one week, you must provide us with a relevant doctor's certificate, called a fit note, which will state why you are not fit for work.
- If your sickness absence is going to continue when the fit note or Doctor's certificate expires, it is your responsibility to provide us with a new certificate covering your continued absence.
- Where your doctor provides a fit note stating that you 'may' be fit for work, it is important that you tell your manager. We can then discuss with you arrangements for your return to work. Where, for whatever reason, appropriate steps cannot be taken so that you can return to work, you will remain on sick leave. The position will be reviewed at an appropriate interval.

Sick pay

- We provide contractual sick pay over and above any statutory sick pay to which you may be entitled. Contractual sick pay entitlement incorporates statutory sick pay and is as follows unless stated otherwise in your contract of employment:
 - Two weeks of full-pay, followed by
 - Two weeks of half-pay, followed by
 - Statutory sick pay if you meet the statutory requirements.

- Statutory sick pay may be payable for up to 28 weeks.

Meeting with you about your return to work

- When you have been absent with illness, your line manager may hold a return-to-work interview with you. The reason for the meeting is to check that you are fit enough to return to work and consider whether there are any steps that could be taken to facilitate this. It is also our opportunity to speak with you about any issues regarding your absence record.

Dealing with long-term sickness absence or frequent short term absences

- In circumstances where you have been absent for a long period or you have had frequent short term absences, we will follow the process outlined below.
- It is important for us to understand the reasons for your absence. We want to know whether there are things we can do to help you improve your attendance and your health. In some circumstances we may need to get medical information about your illness before deciding on a course of action.
- We may need to meet with you to discuss your absence, the medical information or other related issues. We will give you reasonable notice of the meeting and location.
- When you are unable to attend the meeting, at the time specified, it is very important that you let us know as soon as possible. We will then seek to arrange another time where you are able to attend.
- Where it is relevant, we will consider whether reasonable adjustments may need to be made to your role or working arrangements.

Medical assessments

- In appropriate circumstances, we may ask you to consent to attending a medical assessment by a doctor or occupational health adviser. Sometimes it may be that a specialist medical practitioner is the right person for you to see and we will discuss that with you.
- We will ask you to agree that any medical report produced may be disclosed to us. Ideally, we would want to discuss the information with the occupational health adviser or doctor.
- All medical reports will be kept confidential and in line with our Data Protection Policy.

First sickness absence meeting

- This meeting will be to discuss the reasons for your absence, the likely next steps and prognosis.
- We will also want to discuss whether to obtain a medical report and whether there are any steps that you and the Company could take to improve your health.
- Where the sickness absence is of a long term nature, it may be appropriate to agree to a return-to-work programme.
- For regular, short-term absence concerns, the Company may set you targets for improvements.

If the sickness absence does not improve

- We will monitor your progress following the first sickness absence meeting. Where you have not been able to return to work from longer term sickness or if you are unable to meet any targets set for short term absences, we will invite you to another meeting.
- The point of the second meeting is to assess whether the absence situation is likely to improve.
- Where we believe that it is unlikely that you will return to work from long term absence or where you have not been able to meet the targets for improving short-term absences, you may be given a written warning that you are at risk of dismissal, in line with our Disciplinary and Grievance Policy. Where the circumstances require, we will agree to a further review period and a meeting to follow.

Final sickness absence meeting

- Where there is no improvement in reaching any targets set for reduction of short-term absences or you have been unable to return to work from long-term sickness we will invite you to another meeting.
- This meeting will include an assessment of whether or not to terminate your contract of employment, also in line with our Disciplinary and Grievance Policy.
- We will consider any points that you want to raise in relation to your sickness absence and the likely prognosis.

Appeal against decisions under this policy

- Where you want to appeal against decisions taken under this procedure, you must set out your appeal grounds in writing. You will be required to submit your appeal to the Director of People and Resources within one week of the date on which the decision you are challenging was sent to you. Where the decision you are appealing against is



made by the Director of People and Resources, your appeal should be addressed to the Managing Director.

- We will seek to hold an appeal meeting within three weeks of receiving your appeal.
- You will be able to bring a friend or colleague to the appeal meeting to observe but not to speak on your behalf. Your appeal meeting will include a company director as appropriate and at least one other member of the management team.
- We will seek to deal with your appeal fairly and reasonably. The decision will be provided to you in writing, usually within two weeks of the appeal hearing.
- You will have no further right of appeal under this policy.
- Where you lodge an appeal against dismissal, the date of dismissal does not change. If your appeal is successful, the dismissal will be revoked and you will receive any relevant back pay and your continuity of service is restored.

--- END ---

Unloc Learning Limited

Upper Second Floor
Portsmouth Guildhall
Guildhall Square
Portsmouth
PO1 2AB

W: www.unloc.org.uk
E: hello@unloc.org.uk
P: 02394 008 180