SICKNESS AND ABSENCE POLICY AND PROCEDURE SUMMARY

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1. INTRODUCTION

The Sickness and Absence Policy and Procedure applies to all members of staff regardless of contract type.

The frequently asked questions set out below briefly summarise the key information staff need to know. The full Sickness and Absence Policy and Procedure is available to view.

2. SICKNESS AND ABSENCE

2.1 Reporting your absence

2.1.1 What should I do if I am unwell and cannot report for work?

You should telephone your line manager as early as possible on your first day of absence, making every effort to do so within the first hour of your normal start time. You should inform them of your reason for absence and likely return date, and advise them of any urgent work or other colleagues who should be notified.

2.1.2 I am unable to attend work and have been unable to contact my manager by telephone as they are in meetings, what should I do?

If you have made every reasonable effort to contact your manager by telephone, you may leave a voicemail message for them, along with a contact number and time when you will be available, so that your manager can contact you if necessary.

2.1.3 Can my friend/relative telephone my manager to inform them of my absence?

This is only permitted in exceptional circumstances, such as hospitalisation.
I believe that my absence is related to an activity/incident at work, who should I inform of this?

You should inform your line manager, who will in turn inform the Safety Department and Human Resources and arrange for an Incident Report form to be completed, if this has not already been done.

2.2 Entitlement to sick leave and pay

2.2.1 What is my sick leave entitlement?

Within any rolling 12 months sick pay allowances vary according to the length of your continuous service, based on the anniversary of your appointment, as follows:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Full Pay</th>
<th>Half Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>First year</td>
<td>1 month</td>
<td>1 month</td>
</tr>
<tr>
<td>Second and third years</td>
<td>3 months</td>
<td>3 months</td>
</tr>
<tr>
<td>Fourth year and after</td>
<td>6 months</td>
<td>6 months</td>
</tr>
</tbody>
</table>

To receive sick pay you must follow the College’s notification and certification requirements (see section 2.1 above and section 3 below).

2.2.2 Am I allowed paid time off to attend a hospital, doctor or dental appointment?

Yes, you will be allowed reasonable time off with pay. You should attempt to make routine appointments at the start or end of the day where possible and where this is not possible you should arrange appointments to minimise disruption to your work. If you are employed on a part time basis, you should attempt to make appointments for when you are not working.

2.3 Sickness whilst on Annual Leave

2.3.1 I became ill whilst on holiday; can I reclaim my annual leave?

Yes, provided you have reported your sickness to your manager on your first day of sickness, in the normal way. If in the UK you must also provide a GP’s medical note. Please consult section 2.3 of the Sickness Absence Policy for requirements on medical authentication if you are sick whilst outside of the UK.

2.3.2 I was ill on a bank/public holiday or College closure days, can I reclaim this leave?

No, mandatory leave cannot be accrued and so you will not be able to reclaim these days.

2.4 Medical Certification

2.4.1 Do I need to provide medical certification to cover my absence?

If your sickness absence was for a period of 1 – 7 days (including Saturdays, Sundays, and/or other non working days, Public Holidays, College Closure), you will not need to provide a medical certificate, you will, however, need to complete a Sickness absence Notification form on return to work.
For any period of absence of 8 days or more (including Saturdays, Sundays, and/or other non working days, Public Holidays and College Closures), a medical fit note covering the relevant periods of absence should be provided to your line manager, in addition to the self-certification form you should have already provided as set out above.

If you are on extended sick leave, please ensure that your medical certificates cover all periods of your absence and that there are no gaps between the end date of one certificate and the start date of the new certificate.

2.4.2 Do I have to complete a Sickness Absence Notification form?

Yes, a Sickness Absence Notification form should be completed when you return to work or if still on sick leave, whenever a doctor’s certificate is supplied.

**NB:** Line managers – please ensure that when forwarding medical certificates for staff on long term sickness absence, that you always attach a completed Sickness Absence Notification form.

2.4.3 My GP has given me a medical fit note which states that I am ‘fit for work’ with recommended workplace adjustments. What should I do now?

You should contact your line manager immediately to discuss this, prior to you returning to work.

2.4.4 I am currently on certificated sickness absence but feel well and wish to return to work before the expiry of my certificate, can I do so?

You should discuss this with your line manager, who will need to seek advice from Occupational Health, which may involve a formal referral to ascertain your fitness for work.

3.0 Further information

3.1 Additional guidance for members of staff who are employed as food handlers and have been absent from work with vomiting and/or diarrhoea is available.