



Charity number 1175291

Donnington Partnership CIO

Sickness absence policy and procedure

These notes set out the basic requirements and entitlements relating to sickness absence under both your employment contract with the Donnington Partnership CIO, under the Social Security and Housing Benefits Act 1982 in respect of Statutory Sick Pay (SSP).

1. Sickness absence reporting procedure and certification requirements

It is essential that your immediate supervisor/manager is kept fully informed in the event of you being absent from work due to illness and minimum requirements are set out below:

(a) First day of sickness absence

Contact your supervisor/manager as early as possible – no later than 1 and a half hours after your start time. Staff who work afternoons or evenings should phone in during the morning if possible, and no later than 1 and a half hours after their start time.

Please let your supervisor know the reason for your absence and its likely duration. If your supervisor/manager is not available when you phone you should leave a message with another supervisor/manager in your work area.

Should you have difficulty getting to a telephone then you must ask a friend/relative to ring on your behalf.

There are special arrangements if you fall ill during a period of annual leave. See section 1e).

(b) Fourth day of sickness absence

Contact your supervisor/manager again, if possible by telephone, to confirm that your absence is continuing.

(c) Absence of eight days or more

If your absence continues beyond 7 days (including Saturdays and Sundays) then you must obtain a statement from your doctor or hospital on the eighth day and forward it to your supervisor/manager as soon as possible. You must supply further statements, as necessary, to cover the full period of your absence after the first 7 days. Try to keep in touch with your workplace; your

supervisor/manager may contact you from time to time to see how you're progressing. If you fail to produce a doctor's statement for an absence of eight days or more then you will be considered as being absent from duty without due cause.

(d) Returning to work

If you have been absent due to sickness, then, when you return to work, you must report to your supervisor/manager and complete a 'Statement on absence form' stating the reason for the absence and its duration. The form must be signed by you then countersigned by your supervisor/manager.

(e) Falling ill during annual leave

If you fall ill during a period of annual leave, you must inform your manager as soon as practically possible in order for this time to be regarded as sick leave.

2. Pay during sickness absence

When you are absent during sickness your normal pay ceases and is replaced by a sickness allowance Statutory Sick Pay (SSP). Your eligibility for these allowances is dependent on a number of factors and these are briefly explained below.

(a) Statutory Sick Pay

This is payable under the Social Security & Housing Benefit Act 1982 if you are absent due to sickness for four days or more and if you are not excluded for any of the following reasons:

- Your average weekly pay over the last 8 weeks is less than the lower earnings limit for National Insurance purposes
- You have done no work under the contract of service
- You go sick during a stoppage of work due to a trade dispute, unless you have not taken part in the trade dispute and have no direct interest in it
- You are pregnant and have started Maternity Pay Period
- You have already been paid 28 weeks Statutory Sick Pay which can include sickness periods paid by a previous employer
- You are in legal custody

SSP is payable for a period of 28 weeks and when you have exhausted this DWP will issue you with a 'transfer form' – SSP (1) and will need doctor's statements covering beyond the 28 week period.

The rate of SSP is determined by the Government and is revised each year on 6 April. If your earnings are below a particular level then you will not be entitled to receive SSP.

This policy was adopted by Donnington Partnership Trustee Board

Signed..... on behalf of the Trustees

Print name..... Date.....