APPENDIX 3A ‘Contract of Employment’ Continued – EMPLOYERS’ HANDBOOK *(Remove comments in red before issuing and consider company policy in areas highlighted in blue)*

**ANNEX A**

**SICKNESS/ABSENCE NOTIFICATION AND SICK PAY PROCEDURE**

Management are committed to the health and wellbeing of all staff and recognise that from time to time employees may be ill, or for some other justifiable reason may be unable to attend work. Should this occur, the following procedure must be followed:

**1. Notification/ Evidence of Sickness/ Absence Procedure:**

i) Employees who are unable to attend work must notify (Owner/Managing Director), or in his(her) absence the (second in charge), of the nature and expected duration of the absence. This contact should be made by telephone prior to 9:00 a.m. on the first day of absence. Should the absence continue, you must contact the Company as above on the eighth (8th) day and on a regular basis thereafter.

ii) If you are ill and your absence extends beyond three (3) working days, you must present a completed HMRC self-certification form SC2. This form is available from doctors’ surgeries and must be presented to the Company on the fourth (4th) day of your absence.

iii) In all cases of absence a self-certification form, which is available from (title of person), must be completed on your return to work and supplied to (title of person). If your absence extends beyond seven (7) calendar days, you must also submit to the Company a Statement of Fitness for Work (Fit Note) covering absence from the eighth (8th) day. The certificate, which can be obtained from your doctor, must be presented to the Company as soon as possible after the eighth (8th) day of your absence.

iv) Continued absence must also be covered by further medical certificates on a regular basis (i.e. each month thereafter).

v) The Company may require you to be examined by a Company nominated doctor, as it considers necessary.

vi) If you are absent on sick leave you may be contacted from time to time by (title of person) in order to discuss your wellbeing, expected length of continued absence from work and any of your work that requires attention. Such contact is intended to provide reassurance and will be kept to a minimum. If you have any concerns while absent on sick leave, whether about the reason for your absence or your ability to return to work, you should feel free to contact (title of person) at any time.

vii) Upon return to work, you may be required to attend a Return to Work Interview with the person to whom you report. The purpose of this interview is to update you on any developments in your absence, clarify the impact of the absence on the company, and review whether any action is required in terms of appropriate remedies. *(This is a contractual commitment; employer should consider whether this will take place. Employer guidance - this should be removed when issued to employee).*

viii) Unacceptable delays in notifying the Company or failure to provide evidence of incapacity may result in the withholding of any SSP due.

ix) Any person who knowingly makes a false statement on a Self-Certification Form shall be dealt with in accordance with the Disciplinary Procedure.

**2. Sick Pay:**

i) Statutory Sick Pay (SSP) is payable to employees for up to twenty-eight (28) weeks of sickness absence.

ii) For SSP purposes, Qualifying Days are Monday to Friday.

iii) An employee, absent from work due to illness or injury, shall be paid SSP providing the qualifying conditions for receipt of such are satisfied and provided that the requirements in respect of notification and supply of evidence of incapacity as set out in the Notification/Evidence of Incapacity procedure are complied with.

*(This procedure is contractual. Employers should therefore be careful when making changes to this procedure to help avoid a breach of contract claim.* *Employer guidance - this should be removed when issued)*