



## **Absence Policy**

### **Notification of Absence, Sickness and Injury**

If you are absent from work for any reason, your job still has to be done, which puts unnecessary strain on your colleagues and may result in lost production or lowering of quality standards.

If you become incapacitated for work through sickness or injury you must telephone your immediate line manager or duty manager on the first day, at least one hour prior to your normal start time. If your absence continues, you should keep in regular telephone contact with your line manager to keep him/her fully informed about your progress and likely return date.

### **Certification of Absence**

- (a) For sickness absence of any duration you need to complete a company Self-Certification form and return it to your line manager on the first day that you return to work if you have not already forwarded the form to Wivenhoe House.
- (b) If your absence continues after 7 calendar days (including non working days), you will be required to submit a Doctor's Statement of Fitness for Work (Fit Note) to Human resources at regular intervals.

It would be helpful if you could notify your line manager at the earliest possible opportunity of your intended return.

- (c) Wivenhoe House reserves the right to refer any employee to Occupational Health where it has concerns with their health and requires support to assist the employee back into the workplace
- (d) If you are persistently absent (due to sickness or other reasons) or late without justifiable reason, you will be in breach of the Company Rules and this will lead to appropriate action being taken under Wivenhoe House's disciplinary procedures.

Failure to comply with the above notification and certification procedures may affect your entitlement to Statutory Sick Pay.

### **Failure to notify absence and/or unauthorised absence**

- All absences will be recorded and monitored.
- Failure to follow the notification procedure, without good reason, will be regarded as a disciplinary matter.
- Frequent, unexplained or unauthorised absence will also be regarded as disciplinary matters.

### **Statutory Sick Pay (SSP)**



Wivenhoe House has a responsibility for the payment of Statutory Sick Pay and payments are made in compliance with the Benefits Agency regulations at the rates specified via the Company Payroll.

SSP is not paid for the first three days of sickness, which are referred to as “waiting days”, but is paid for a maximum of twenty eight weeks.

If you are absent through sickness or injury for more than twenty eight weeks, you will be given a transfer form, which will enable you to claim State benefit. When you leave Wivenhoe House you will be issued with a leaver's certificate showing the amount of SSP which has been paid to you.

In accordance with SSP guidelines if you submit four or more self certification forms in a twelve month period, you will usually be required to visit your Doctor. This may lead to SSP payments being suspended by Wivenhoe House.

If a work related accident results in you being sent home or to hospital, you will be paid until the end of your normal working time. Such payment and any subsequent payment of normal wages is not an admission of liability. Any further absence must be covered by a medical certificate.

### **Company Sick Pay**

Wivenhoe House Ltd does not operate an occupational sick pay scheme.

### **Other Absences**

#### **Bereavement Leave**

Special paid leave may be granted to cover personal or family emergencies such as the death of a close relative. Payment of such leave is at the discretion of Wivenhoe House.

#### **Unpaid Leave of Absence**

If you need unpaid time off work for any reason, you should apply through your line manager who will assess each case individually. Where the request is for more than two weeks in duration, it will be necessary to discuss this with your immediate line manager who, if they are in agreement with the extended leave, will issue written authorisation. In general, unpaid leave of absence will not be granted unless all holiday entitlement has been exhausted and then only in exceptional circumstances.

#### **Medical/Dental Appointments**

If you need to make visits to your Doctor or Dentist, you should wherever possible make these arrangements outside your normal working hours. Wivenhoe House will, however, on production of an appointment card, allow unpaid absence for you to attend such appointments.

#### **Public Duties**

Wivenhoe House will allow reasonable unpaid time off for the execution of public duties, for example Justice of the Peace, members of Statutory Tribunals, and members of a Local Authority.

#### **Jury Service**

If you are called for jury service you should tell your line manager giving as much notice as possible. You will not receive payment from Wivenhoe House for this and it is therefore your responsibility to ensure that the attendance claim is made to the court in good time.



Employees will need to provide evidence of the amount received from the court and Wivenhoe House will make a discretionary payment to the employee in addition to the attendance claim, for a sum equal to the normal contractual pay.