

# HINCKLEY HOMELESS GROUP

## Sickness Policy

### **Sick Pay**

Hinckley Homeless Group want all their staff to be healthy and at work and there are procedures in place to support employees to remain at work; as set out in our Policy and Procedures. Hinckley Homeless Group is a caring employer but also needs to ensure that a continuous service is provided for clients.

Hinckley Homeless Group will pay time off for sickness at full pay rates up to the following limitations and after submission of the appropriate certificates.

Employees must complete 13 weeks of service before becoming eligible for sick pay at full rates. Statutory Sick Pay rates and rules will apply during the first 13 weeks of employment.

For periods of continuous sickness: up to a maximum of 4 weeks in any 12 month period, for one period of sickness only.

For non-continuous sickness periods: up to a maximum of 6 weeks in any 12 month period

The total maximum sickness at full pay rates is therefore 6 weeks in any 12 month period.

Thereafter, pay will revert to Statutory Sick Pay (S.S.P.)

### **Returning to work.**

Any absence through sickness by Lawrence House staff will be followed up by a 'Return to Work' interview with the Project Manager to ensure that the employee is fully fit to return to work. This interview will review the cost and impact to Lawrence House.

Any absence through sickness by the Project Manager will be followed up by a 'Return to Work' interview with a member of the Management Committee, who may be the Chair, to ensure that the Project Manager is fully fit to return to work. For the Project Manager only, this interview may be conducted over the telephone and the paperwork signed off at the earliest opportunity. This interview will review the cost and impact to Lawrence House.

There is a Procedure for Managing Sickness Absence in place to review sickness absences.

### **SICKNESS NOTIFICATION.**

#### **Short notice sickness.**

Staff who are unable to report for work due to sickness should phone in during office hours and speak to the Project Manager, in person, as soon as possible, giving as much notice of absence as possible. Messages should not be left with other staff members unless the Project Manager is on leave, in which case it is then the responsibility of the staff member on duty to contact the Chair of the Management Committee. The Chair, or an alternative Management Committee Member, may then contact the absent member of staff directly. Where this occurs on the day that the employee is due back at work, this should be as early as possible, before 10am.

For sickness that affects shifts at weekends or out of office hours working, all reasonable attempts should be made to give notice of the absence in advance, and contact with the Project Manager should be made as soon as practicable.

At this stage, an employee should provide an estimate of their likely return to work date. If this is not possible, daily contact with the Project Manager should be made, before 10am.

Where an estimate is given that is longer than 2 days sickness, employees should also make contact in person with the Project Manager on the 3<sup>rd</sup> consecutive day of sickness.

If an estimated return date has been given turns out to be wrong, staff should contact the Project Manager as soon as they realise that this date is not likely to be met.

As a minimum, all employees that are unable to work through sickness should make contact with the Project Manager on the first and third days of sickness.

Absences of up to 5 consecutive working days will be considered 'self certified'; absences of more than 5 consecutive days will require a Doctors Certificate.

If the employee returns to work after 4 or 5 consecutive days of sickness, the "Self Certified" sickness form (Inland Revenue form SC2) must be submitted upon return to work.

For sickness absences of more than 5 consecutive days, Doctors Certificates must be provided to Hinckley Homeless Group at timely intervals throughout the period of sickness, to enable payment of sick pay.

For all sickness absences, a Hinckley Homeless Group 'Absence / Illness Notification' form must be completed and presented to the Project Manager upon return to work.

### **Sickness that is anticipated.**

Sickness Absence that is known about in advance for any reason such as medical examinations or operations, should be discussed in person with the Project Manager as soon as possible.

### **Sickness Records**

Absences through sickness impact on the finances of the project. Staff should be aware that all absences are recorded and the information presented at Management Committee meetings.

The Management Committee is responsible for ensuring that the Sickness Policy is subject to full review on a regular basis, not to exceed a period of 3 years.