

Sickness Absence Policy

1. The Michael Lonsdale Group inclusive of (Michael Lonsdale Ltd, Michael J Lonsdale Ltd, Michael J Lonsdale (Electrical) Ltd and E7 Building Services Ltd, is committed to supporting the health and well-being of all staff. We understand that from time to time you may be absent due to sickness or injury and we want to support you during this time. We are committed to managing sickness absence consistently and fairly. We will deal promptly and fairly with high levels of absence.
2. We recognise that sickness absence can have a significant impact on the quality of the service we provide and can also put pressure on colleagues that may need to provide cover for you. This policy sets out:
 - how we can support you when you are absent due to illness or injury
 - how you report sickness absence
 - what pay you can expect to receive
 - how we monitor sickness absence levels across the organisation
 - how we manage sickness absence.
3. This policy does not form part of your contract of employment and we may amend it from time to time.

Reporting sickness absence

4. If you are unable to attend work because of sickness or injury it is important that you personally phone your manager on the first morning that you are away. This will help us make arrangements to cover your absence and make sure you receive any sick pay due under the policy. You must call yourself, unless there are exceptional circumstances, such as you have been admitted to hospital. You should call as soon as the office opens or within 30 minutes of your agreed start time. If you do not correctly report your absence or keep your manager informed, your absence could be classed as unauthorised and we may stop paying you sick pay.

Absent for seven days or less

5. If you were away for less than seven calendar days, you do not need to provide a fit note however, you may be asked to complete a sickness self- certification/absence form on you return to the office so that we are able to support you as required.

Absent more than seven days

6. If your sickness absence was more than seven calendar days (including weekends or other non-working days), you must supply a fit note signed by a doctor or specialist confirming that you are unfit to work. If you are going to be away for a while, you must send any fit notes to your manager as soon as you receive them. This is important because your sick pay will only be paid if you follow the procedure set out below. You will also be asked to complete a sickness self- certification/absence form when you return so that we can make sure our records are accurate and any necessary support is in place.

7. If you are not ready to return to work when your fit note expires, you must send a new fit note. Your fit notes must cover the whole period of your absence with no gaps in between. If we do not have your fit notes, we may decide not to pay you sick pay until we receive them.

Return to work

8. If your fit note states that you 'may be fit for work' you should contact your manager as soon as you receive this. We will consider whether any action needs to be taken before you return to work. Sometimes your doctor may suggest ways of helping you to return to work by signing you as fit for work with recommendations. A discussion with your manager should take place prior to your return. Such recommendations to return may include:

- a phased return or flexible working
- amended duties and workplace adaptations.

9. You may be asked to attend a return to work interview on your return from any sickness absence period to ensure that you are fit to be back, and that any adjustments or support are in place.

Occupational health advice

10. The Michael Lonsdale Group may choose to refer you to an occupational health provider to help us to manage and support staff and levels of sickness absence. Occupational health are medical specialists who provide professional advice on health issues at work. They consider an individual's health, ability and fitness to perform a particular job and provide health assessments to:

- advise on fitness for work with a view to supporting staff to continue at work
- advise on reasonable adjustments
- facilitate rehabilitation for staff returning to work following a period of ill health
- advise on capability issues.

11 We need your consent to refer you to occupational health however if you decide not to consent to a referral, we will make decisions based on the information we already have available.

Sick Pay

12. When you are absent from work because of sickness or injury, you are entitled to statutory sick pay (SSP) for up to 28 weeks. Statutory sick pay is a government sick pay scheme and there are various rules in place, which we will manage on your behalf. It is not paid for the first three days of sickness absence. The statutory sick pay rate is set by the Government in April of each year.

13. You are not entitled to Company Sick Pay however discretion will be applied depending on the circumstances.

14. Any Company Sick Pay that is paid is normally base salary and will be deemed to include any Statutory Sick Pay to which employees are entitled. Any other Social Security benefits recoverable by employees will be deducted from Company Sick Pay.

15. Where Company Sick Pay may be paid during any period of absence will depend on:

- the Company being satisfied that the illness or injury is such that the absence from work is justified;
- the amounts of absence, general attendance record and compliance with office procedures.

16. We manage short term and long- term absences in different ways. There are separate policies that set out the procedure and management of these. Long term sickness absence if when you are absent or expected to be absent for longer than four working weeks in a single episode, we consider this to be long term sickness absence. For more information please refer to Managing short term absence and Managing long term absence.

Name: **Gary Herbert**

Signature:



For and on behalf of the
Michael J Lonsdale Group Board of Directors
(Michael J Lonsdale Limited/ Michael J
Lonsdale (Electrical) Limited
E7 Building Services Limited

Position: Managing Director

Date: 1st October 2020