

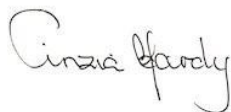
highlights

rural touring scheme

Sickness Absence Policy

Updated January 2023
Due for Review January 2025

Signed:



Date: 10 February 2023

HIGHLIGHTS' SICKNESS ABSENCE POLICY

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1) AIMS

Highlights Productions wishes to strike a balance between the Highlights service needs and the need for the employee to be given time to recover from illness.

2) POLICY STATEMENT

The policy aims:

- a) to ensure that short and long term sickness absence at Highlights are dealt with in accordance with best practice and relevant legislation.
- b) to monitor the level of sickness absence at the individual, team and organisational levels;

3) ADVICE AND GUIDANCE

The Director should check Gov.uk or ACAS <https://www.acas.org.uk/absence-from-work> for general advice or contact the Board of Trustees for further guidance.

4) NOTIFICATION OF ABSENCE DUE TO ILLNESS OR INJURY

- a) On the first day of sickness absence: contact your Line Manager by 11.00 am; give the reason for absence and indicate the likely date of return to work.
- b) On day 3 of sickness absence: contact your Line Manager by 11.00 a.m. as in (a) above.
- c) In the event of sickness absence extending past 7 days: contact your Line Manager by 11.00 a.m. Obtain a medical certificate from your GP or a hospital doctor and send it to the office within two working days.
- d) Continue to send in consecutively dated medical certificates as necessary and keep your Line Manager informed on a regular basis.
- e) In the event of long-term sickness extending for several months, your Line Manager will keep in contact weekly and discuss what support you may require on your return to work. This could include an agreed staged return.

5) SICK PAY

- a) Statutory Sick Pay
 - i. In accordance with Statutory Sick Pay regulations, if eligible, Highlights will pay a maximum of 28 weeks at the SSP weekly rate
 - ii. The current entitlement is £99.35 a week (as at April 2022)
- b) Highlights Sick Pay
 - i. In any 12 month rolling period Highlights will top up any SSP and pay sick pay at full rate of pay as per table below

Length of service	During probationary period	6 – 12 months	1 to 3 years	3 years +
Paid sick leave -	1 week	4 weeks	8 weeks	12 weeks

Policy approved at Trustees meeting 9 February 2023