

SICKNESS AND ABSENCE POLICY AND PROCEDURE

1. What to do if you are sick and unable to work

If you are absent from work because of illness you must tell your line manager/Senior Minister as soon as reasonably practicable, preferably no later than an hour before you are due to start work or as soon as you can. If you are not well enough to do this for yourself a friend or relative should do so for you. You should ring your line manager and speak to them or to another manager if your manager is not available. You should not text or email that you will be absent.

Staff employed to undertake reception/catering/cleaning duties should normally notify their line manager/Senior Minister the day before if they know they may not be fit to work their shift so that the Church can arrange for alternative cover.

You are expected to tell us the reasons for your absence and to keep the Church updated on your progress and on a regular basis and when you expect to be fit for work. You must ensure you take appropriate action to enable you to return to fitness so you can come to work. This includes taking and acting on medical advice from your GP or other medical practitioner.

For sickness absence of less than seven days you must complete a self-certification form (see Appendix A). This is available from your line manager/Senior Minister at the Church Centre. A copy will be given to you on your return to work or sent to your home if your absence is likely to continue for more than seven days.

2. What to do if you are sick for longer than seven days (including weekends)

If your sickness absence exceeds or is likely to exceed seven consecutive days (including weekends and holidays) you must still complete the self-certification form and return it to your line manager/Senior Minister. You must also provide a doctor's 'Fitness to Work Certificate' covering any absence from the eighth consecutive day of sickness.

If you are absent due to sickness there is normally no entitlement to annual leave until you return to work. If you fall sick during annual leave you may request that the leave is counted as sick leave not annual leave. A Drs 'Fitness to Work Statement' (or an equivalent medical practitioner's statement) will be required for the period you were sick during your annual leave.

If you fail to report sickness absence or provide certificates in line with the sickness and absence procedures, the Church may withhold Statutory Sick Pay or Church Sick Pay.

3. What happens when you return to work

When you return to work, your line manager/Senior Minister will complete an Employee Sickness Absence Notification Form with you. You will be asked to check the details and sign it. A copy will be kept on your personal file. You may keep a copy for your records.

4. Pay during periods of sickness absence

4.1 Statutory Sick Pay

You are entitled to the benefit of the Statutory Sick Pay (SSP) scheme, provided you comply with the rules of the SSP scheme and any other rules laid down by the Church.

Where you are not entitled to SSP and or have exhausted your entitlement to SSP you may be entitled to Employment Support Allowance. The Church will tell you if you are not entitled to or have exhausted SSP.

Your qualifying days for Statutory Sick Pay purposes are specified in your letter of appointment. The Church calculates qualifying days from Sunday to Saturday.

4.2 Church Sick Pay

You may be entitled to Church sick pay provided you comply with the rules of the scheme and have not used all your sick leave entitlement during the previous 12 month period. Church sick pay includes entitlement to SSP (except where half pay plus SSP would exceed your normal pay).

Sick pay is related to your length of service as follows: -

Length of Continuous Employment	Weeks to receive full salary	Weeks to receive half salary
Up to six months	1 x full	1 x half
Six months to one year	2	0
One to two years	2	2
Two to three years	4	4
Three to four years	6	6
Four to five years	8	8
Five to six years	10	10
Six years and above	12	12

Entitlement is calculated with reference to the previous 12 months from the first day of current sickness absence.

4.3 Sickness Records and Sickness Absence Certification

Records of your sickness and other absence will be kept by the Church. If you fail to complete an Employee Sickness Absence Notification Form or present a certificate

for a period of sickness absence you may be required to take time off without pay, including SSP.

Overall levels of sickness absence and attendance are monitored by the Church. If your level of absence or attendance is of concern to the Church your line manager/Senior Minister will discuss possible ways in which the Church may work with you to reduce your absence levels. Your Annual Review will include a review of your sickness record over the past year.

4.4 Independent Medical Assessment

The Church reserves the right to request that you undergo an independent medical or to contact your GP concerning your ill health. The Church will ask for your agreement to do this. If you fail to comply with this request the Church may make decisions on the basis of the information that it has available.

5. Doctor's, dentist's and hospital appointments

These should take place outside working hours, or if this is impossible, either at the beginning or the end of the day. If an appointment means an absence of a half-day or more, it should be recorded as sickness absence.

6. Compassionate leave

The Church may grant Compassionate Leave to employees in exceptional circumstances, for example the serious illness or death of a close family member or friend. In these circumstances you should contact your line manager in the first instance. He/she will raise the matter with the Senior Church Minister or appointed deputy. The Senior Church Minister has discretion to grant up to three days' paid Compassionate Leave. Requests will be considered on their merit without recourse to precedent.

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APPENDIX A

EMPLOYEE SICKNESS ABSENCE NOTIFICATION FORM

To be completed either on employee's return to work or to be sent to employee at their home address where sickness absence is likely to be more than seven consecutive days (including weekends). Please print clearly and return to your line manager.

Employee name	
What date did you last work before your sickness started?	Date
What time did you finish work on that date?	Time
Number of working hours lost (part time staff)	Hours lost
Date returned to work/certified as fit for work	
Was your sickness caused by an accident at work or industrial disease?	Yes / No
A fitness to work (Drs statement/medical certificate) is attached. This is required for absence of seven days or more	Yes / No
Reason for absence (please be specific – unwell, sick or ill is not sufficient information)	

FOR COMPLETION BY LINE MANAGER:

Signed Date (dd/mm/yy)/...../.....

Name (BLOCK CAPITALS)

FOR COMPLETION BY EMPLOYEE ON THEIR RETURN TO WORK:

I confirm that the above details are correct and that I did not work during the period specified.

This information will be held by the Church and used for the purposes of absence monitoring and calculation of sick pay.

Signed Date (dd/mm/yy)/...../.....

Name (BLOCK CAPITALS)