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# 1. Sickness and Absence Policy for Employees

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## 1. Purpose

To demonstrate how Action 21 will manage and control sickness and absence by employees.

## 2. Scope

How Action 21 addresses short and long term sickness, and sickness whilst on holiday.

## 3. Definitions

Sick pay falls into two categories – Occupational Sick Pay (OSP) and Statutory Sick Pay (SSP). There is no contractual obligation for Action 21 to pay OSP. Employees who fail to follow the reporting and other evidential procedures may forfeit OSP. SSP is not statutorily payable for the first three days.

## 4. Policy

### 4.1 Entitlement

Where an employee satisfies the qualifying conditions set out below, entitlement to sick pay allowance will depend on length of service as follows:-

- Employed less than 26 weeks: Up to 28 weeks Statutory Sick Pay (SSP)
- Employed 26 weeks and over: Up to 28 weeks SSP made up to full basic pay with OSP for four weeks, then four weeks at half pay

The Board of Trustees will consider every case on its merit and may extend the contractual provision in certain cases.

Sick pay, whether or not including SSP, shall be subject to deduction of tax and national insurance contributions.

Sick pay (like holiday pay) will be paid on a pro-rata basis to staff on short or fixed term contracts, including where part-time hours are concerned.

### 4.2 Procedure

Action 21 employees shall receive payment due to absence from work due to sickness or injury, subject to entitlement, provided they:

- Notify the General Manager during the first day of absence or as soon as possible
- Complete a SC2 self-certification form if the absence lasts between three and seven days. The completed SC2 form is then used to help decide whether or not the employee is entitled to receive Statutory Sick Pay (SSP).
- If absence lasts for more than seven calendar days, a suitable note must be provided from a GP and weekly thereafter unless the medical certificate specifies a longer period.

- 4.3 If the absence is due to issues at work or thought to be stress-related, the employee must discuss the matter at the earliest opportunity with their General Manager, with a view resolving the issues.
- 4.4 Action 21 will consider making recommended workplace adjustments to accommodate any specific needs caused by a medical condition that an employee may have. Adjustments may follow the advice of an employee's GP, or other medical practitioner and may include a phased return to work, altered hours, amended duties and/or workplace adaptations.
- 5. Monitoring and review during absence**  
The General Manager will maintain regular contact with the employee throughout any period of absence.
- 6. Persistent absences**  
Persistent absence may result in disciplinary action.
- 7. Sickness during a planned holiday**  
Employees may be eligible for time off in lieu (TOIL) if they can provide a fit note or other form of confirmation from a medical practitioner to cover a period of illness, no matter what the duration of the illness. The employee must cover any costs associated with providing a fit note. Without such evidence of illness, Action 21 cannot "reimburse" the lost days.

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Action 21 (2010) Ltd ("Action 21") Company registered number: 07185413