



Sickness and absence from work policy

effective from May 2007

1. Notification:

Employees must notify their Line Manager of any absence from work owing to illness, on the first day of absence, with an indication of the likely duration. Where absence lasts more than one day, the absent employee will keep in contact with their Line Manager at agreed times, updating them on their progress and likely date of return.

After an absence of three days a form of self-certification must be obtained, completed and sent immediately to the Line Manager.

After an absence of seven days a medical certificate from a doctor (or hospital) is required. If sickness continues, Doctors certificates should be provided to cover all absence. A final certificate stating that the employee is fit to resume work will also be required.

2. Sickness Benefit:

In addition to Statutory Sick Pay (SSP) employees are permitted sickness benefit after a period of four months "satisfactory service" and will, if appropriate, be paid (in any twelve month period) in accordance with the following scale:

Year of Service	Full Pay	Half Pay
First	6 weeks	6 weeks
Second	12 weeks	12 weeks
Third	16 weeks	16 weeks
Fourth & Fifth	20 weeks	20 weeks
More than Five	26 weeks	26 weeks

The above full pay entitlements include statutory sick pay made on behalf of the DSS. When entitlement to full pay has been used statutory sick pay will be paid in addition to half pay providing that the total amount does not exceed full-pay.

3. Qualification for Sickness Benefit:

- a. Any previous period of sickness absence, for which benefit was payable in the 12 months preceding the first day of a new period of absence, will be counted against the above limits for the latest absence.
- b. If during a period of sickness absence there is an increase in 'years of completed service' the new entitlement band will apply.

4. Sickness during Holiday:



When sickness attracting payments under these provisions occurs during annual holidays the employee will be credited with the equivalent number of hours holiday to be taken at a later date, providing notification as per **1. Notification** in this policy has been made and the absence is supported by a Doctor's note.

5. Sporting injuries:

Where an employee has sustained an injury whilst undertaking a sporting activity they will only be entitled to SSP.

6. Phased return:

If an employees Doctor advises a return to work, working less than the normal contracted hours per day/week, for a limited period after sickness, then, as a temporary measure and in exceptional circumstances, full pay will be given for a limited period at the complete discretion of the LDCVS Executive Committee on merit and without recourse to any precedent.

7. Damages:

Where absence results from an occurrence (e.g. road accident) where damages may be recoverable from a third party, you must undertake to repay Sick Pay if this is included in your compensation.

8. Discretion:

- a. Continuance of sick pay beyond the limits laid down may be made only in exceptional cases;
- b. The LDCVS Executive Committee may require you to be examined by an independent Doctor or Occupational Health specialist nominated by them. Failure to do this could result in suspension of sick pay.

9. Unauthorised absence:

Where an employee is absent from work without authorisation or without providing a satisfactory reason in accordance with absence reporting procedure, it will be treated as misconduct and disciplinary action may be taken.

10. Statutory holidays:

Employees who do not work the day immediately either side of a customary holiday, and do not produce a medical certificate, may lose their entitlement to holiday pay for the customary holiday. Any payments made (including any payment in respect of sickness absence) will be at the absolute discretion of the LDCVS Executive Committee.