



The Old Chapel Cafe Sickness Policy

Policy Date: January 2025

Review: January 2026

- 1.1 This policy applies to Wace Chester CIC employees working on the Café Yr Hen Chapel project. It applies to all staff who have written contracts or terms of employment with Wace Chester CIC.
- 1.2 Wace Chester CIC is committed to the health, safety and wellbeing of all its staff. The aim of this policy is to ensure that all members of staff are treated fairly.

We respect the confidentiality of information regarding illness, illness and medical records. This policy will be implemented in accordance with current Data Protection legislation, the Access to Medical Records Act 1988 and the Access to Health Records Act 1990.

2 Equality

- 2.1 **Disability.** Staff who are absent due to an underlying health condition falling under the Equality Act 2010 may be managed in accordance with the procedures in this policy. Disability-related sickness absences and related medical appointments will be recorded. When considering attendance, there will be a commitment to retaining staff by making reasonable adjustments to jobs, equipment and processes.
- 2.2 **Pregnancy-related illness.** Short-term illness related to pregnancy or abortion will not count toward the short-term illness thresholds. If staff arrive at the long-term sickness procedure, managers should arrange supportive meetings informally.

3 **Notifications**

3.1 If a member of staff is absent due to illness on a normal working day, they must notify their manager as soon as possible, but no later than 10am on the first day of absence. This can be done over the phone or by email to the manager's company email address. The following information must be provided:

- The reason for the absence.
- Expected duration of illness/illness if known.
- Is there any urgent work that needs attention.
- Whether other colleagues need to be notified (excluding the nature of the illness/illness).

If the staff member works unusual hours, they should notify the manager as soon as possible, but no later than 1 hour after the start of their shift.

For longer absences, staff are expected to keep in touch with their line manager, usually weekly. Staff must comply with notification and certification requirements.

We recognise that there may be exceptional circumstances that prevent a member of staff from meeting these requirements, for example, if they are in hospital or seriously injured.

4 **Telugu**

4.1 **Short-term illness – less than 7 days**

Short-term certification requirements apply to the first 7 days of absence. 7 days means continuous days, including weekends and public holidays. Staff can self-certify for short-term absences due to illness or illness. A note from a GP is not required.

Absences will be recorded on the staff's Human Resources file. If a member of staff leaves work due to illness before completing 2 hours of work (pro-rata for part-time staff), the absence will be recorded as a full day. If they leave after 2 hours, it will be recorded as half a day.

Wace Chester has the right to request a medical certificate for absences of less than 7 days if there are ongoing short-term absences.

4.2 **Long-term illness – 7 days or more**

For absences of 7 continuous days or more, staff must provide a suitable note from a medical professional, usually a fitness note from a GP. Staff

are responsible for ensuring that the line manager receives the correct papers. Absences without the correct paperwork may not qualify for sick pay.

If the staff member's GP advises them that they are fit to return to work, they should inform the manager as soon as possible.

Once the papers have been handed over to the manager, the manager will arrange for the information to be recorded electronically and the person responsible for payroll will be informed.

5 Procedures

5.1 Short-term absence.

If the short-term absence of a member of staff is a cause for concern (e.g. persistent absences, a pattern such as an absence on a Monday), an informal meeting will be held between the staff and their line manager. The manager will raise the issue with the staff member with the aim of resolving the issues and improving attendance. Poor attendance without an underlying medical condition can become a disciplinary issue.

(1) Initial Meeting An initial meeting is held between a member of staff and their line manager to review whether attendance due to illness/illness is a cause for concern (e.g. more than 10 working days of absence in a 12 month period). The aim of the meeting is to identify any issues and how they can be resolved. Support or changes to work can be considered. The meeting can also identify if there is an underlying health condition.

(2) Formal Review

If attendance continues to cause concern, a formal review will be conducted if there is no underlying medical condition. The member of staff has the right to have a colleague or trade union representative with them. The member of staff will receive at least 5 days' written notice. The manager will detail the attendance record of concern. The manager can set performance targets.

(3) Final Meeting

If the issues are not resolved after step (2), a final meeting may be held. This meeting will include a director. The meeting will decide:

- whether further investigation is required.
- whether reasonable adjustments can be made to enable a return to work.
- whether gradual returns, alternative duties, or flexible working are appropriate. The possible outcome of this meeting may be to consider termination of employment.

5.2 **Long-term absence**

Long-term absence is defined as 4 weeks of continuous absence. Intermittent absence equivalent to 20 working days will also be managed under the long-term procedure. The process will be conducted with respect to the Equality Act 2010 and the Code of Practice on Disability in Employment, where the reasons for absence are related to a medical condition or disability.

Long-term absence will be managed by holding a monthly sickness review meeting between the line manager and the member of staff. The aims of the meeting are:

- to keep in touch.
- discuss and review the duration and reasons for the absence.
- establish a return to work date.
- facilitate return to work/improve attendance.

Wace Chester CIC may seek medical advice as part of this process and may ask the member of staff to provide access to medical records.

- As part of the process, the following may be considered:
- gradual return to work
- Alternative duties
- retirement due to illness
- Relocation

If at any time it becomes apparent that a return to work is unlikely or that the member of staff will not be able to carry out their role effectively due to health, a meeting will be held as in step (3) of the short-term procedure. A possible outcome may be termination of employment due to illness. If a decision is to be made about employment, Wace Chester CIC may seek medical advice and will consider actions other than dismissal.

5.3 **Appeals**

A member of staff can appeal any decision by contacting one of the directors. A director's decision on any appeal will be final.

6 **Sick Pay**

Wace Chester CIC will pay staff a normal salary for the first 2 days of sickness/illness leave. This will not happen more than once in each calendar year.

For eligible absences, Statutory Sick Pay (SSP) will be paid, provided staff meet all the conditions for SSP. If a member of staff is not eligible for SSP, it will be at the discretion of the directors what rate of pay, if any, is paid.

If sick pay is paid (either at normal rate of pay or SSP), this is paid during any probationary period. If paid, SSP will be paid for the first 28 weeks of sick leave or in accordance with the relevant legislation at the time.

7 Appointments

- 7.1 Requests for time off to attend medical and dental appointments, and other similar appointments, will be treated sympathetically. However, staff are expected to attend such appointments in their own time where possible. If this is not possible, appointments should be arranged to reduce absence from work, for example, at the beginning or end of the day. If a member of staff is receiving regular medical treatment, a reasonable amount of time off will be given.
- 7.2 Appointments that take up more than 70% of a normal working day (5 hours for full-time staff) will be recorded as sick leave. Medical appointments related to a disability or underlying health condition will not normally be recorded as sickness leave.
- 7.3 A member of staff may be asked to provide an appointment card or evidence of medical or dental appointments. Pregnancy or maternity related appointments will be handled under the maternity policy and this period will be paid