

CONTRACTUAL EMPLOYMENT POLICIES AND PROCEDURES

5. Sickness & Absence

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McFT recognises there may be instances when you may not be fit enough to attend work, or may be unable to attend work. On such occasions you are responsible for ensuring you follow the correct absence reporting procedure. We want you to return to work when you are fit and ready for action.

Procedure for being Absent from Work

If you are ill or unable to attend work, you must at the very least within the first half an hour of the start of your working day, contact your manager by telephone yourself unless there are extreme circumstances preventing this. If your manager is not available, you must leave a message with the most senior person available outlining the reason for absence and the date / time you expect to return to work. Notification by text or email is unacceptable. If there is no word from you, your manager will try to make contact with you.

You are required to keep regular contact and maintain a suitable level of dialogue with your manager throughout your absence so they are kept updated with regards to your absence and your likely return to work. This is essential so that we can make arrangements to cover your duties. If you are unable to return to work on the expected date, please let your manager know as soon as possible.

If you are unable to attend work, McFT expects that you will do everything to help a speedy return to work. The Company would not expect you, if you are absent through sickness, to undertake any employment elsewhere or to participate in any activity which is inconsistent with the nature of your illness. Incorrect absence procedure may result in disciplinary action.

If you are genuinely sick or injured during your working day and are sent home or to hospital by a senior person or a First Aider, McFT will pay you for the rest of your working day. If you are unable to return to work the following day, you should follow the absence reporting procedure.

McFT does not operate a sick pay benefit scheme, only statutory arrangements will apply.

Absence due to Sickness

McFT will ask employees to complete a Self-Certification form when they return to work to confirm they have been off sick for up to 7 days. Employees must provide a doctor's 'fit note' if they are off sick for more than 7 days in a row (including non-working days). Hospital doctors or GPs can provide a fit note (they may charge a fee if the note is asked for before the 7th day). The fit note will say the employee is either 'not fit for work' or 'may be fit for work'. Failure to present the appropriate sickness certificate may result in disciplinary action and giving false information may result in summary dismissal.

This form is designed to give an indication of what tasks you may be able to do and help you to return to work more quickly. The form provides your doctor with the option of setting out suggested arrangements that could help you to return to work and these are set out on the form as boxes that the doctor can tick. If you are given a fit note you should send this to us without delay as you would do for sick note or medical certificate from your doctor. We will then discuss the fit note with you to consider the suggestions made by the doctor and agree a return-to-work plan. McFT will take a copy of the fit note, employees should keep the original.

Statutory Sick Pay

McFT has a legal obligation to pay Statutory Sick Pay (SSP) to eligible staff on the fourth day of continuous absence, for up to 28 weeks in a period of absence due to sickness. The amount of SSP payable will be subject to Income Tax and National Insurance deductions.

If you receive SSP you will not be entitled to State Sickness Benefit. However, if you are not entitled to, or cease to be entitled to SSP we will notify you and provide you with the official SSP(1) form so that you may make a claim for State Sickness Benefit.

Sickness During Holidays

Statutory holiday entitlement is accrued while an employee is off work sick (no matter how long they are off). Any statutory holiday entitlement that isn't used because of illness can be carried over into the next leave year. If an employee is ill just before or during their holiday, they can take it as sick leave instead.

An employee can ask to take their paid holiday for the time they are off work sick.

Medicals

McFT reserves the right to have you examined by a doctor or consultant of the Company's choice, or seek a medical report from your own doctor, at the Company's expense.

Absence Management

The management of attendance is an important issue, if it is not controlled it adversely affects the operational efficiency of the business and also the morale of other staff. Formal monitoring of sickness absence will be reported on a monthly basis using the Bradford (BF) formula to calculate sickness absence and this is applied over the preceding 12 months on a rolling basis. The calculation for the Bradford Factor (B) is the number of occasions Sick (S) x the number of occasions Sick (S) x total number of Days absent (D). This provides each employee with a score on a monthly basis and the following thresholds are used as a guide to highlight concern and which may lead to disciplinary procedures. This is used as a guide and in conjunction with the return to work procedures and other policies if applicable.

BF score	Action that may be taken
0 – 49	No action required
50 - 149	Meeting to address concern raised by BF score which may result in an informal warning
150 - 399	Consider a First Warning
400 - 649	Consider a Final Written Warning
From 650 +	Consider Dismissal

On your return to work, your manager will meet with you and carry out a return to work interview and confirm you are fit to return to work and to discuss the reasons for your absence in order to help prevent any re-occurrence. You will also need to complete a self-certification of absence form if the absence is less than 7 days.

If there is a pattern of frequent absence from work your manager will meet with you to talk about any underlying causes and may suggest how support may be provided. If the pattern continues with no improvement, you may be invited to meet again with your manager who will explore the reasons for your absence and ways you may be supported.

Other absence not related to sickness

There may be times when you are absent from work for other reasons. These will need to be discussed with your line manager and where applicable, other policies may apply.