

360 Recruitment – Sickness Policy

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Sickness Absence Policy

Employees are expected to attend for work at the time required, punctually and regularly. The Company does, however, recognise that from time to time Employees may be unable to attend for work due to sickness or accident.

It is the intention of the Company to ensure as far as possible that Employees are treated fairly during periods of absence due to sickness or accident.

Subject to your compliance with this sickness policy, you shall be entitled to receive contractual sick pay. Contractual sick pay is inclusive of any SSP that may be due for the same period and is paid on the following basis. Your qualifying days for SSP purposes are Monday to Friday.

Less than one years' service:	SSP only
One to three years' service:	One weeks' full pay in any 12- month period
Four to five years' service:	One weeks' full pay & one weeks' half pay in any 12-month period
Over five years' service:	Two weeks' full pay & two weeks' half pay in any 12-month period

Where you are only entitled to Statutory Sick Pay (SSP) during authorised absence as a result of sickness, provided you meet the criteria laid down in Government SSP regulations. When you are sick for four (4) or more consecutive days, you will be paid SSP by the Company if you are eligible. This is treated like wages, being subject to Income Tax and National Insurance Contributions.

If you have been on long term sick leave continuously for more than a year you will not qualify for contractual sick pay (you will remain entitled to SSP subject to you satisfying the relevant eligibility requirements) again until you have returned to work for a total of 52 weeks.

Pension contributions will continue as normal while you are paid at the full rate in accordance with clause 11.3. If your pay during any period of Incapacity is reduced or you are paid SSP only, the level of contributions may continue, subject to the relevant pension scheme rules in force at the time of your absence.

You agree to consent to medical examinations (at our expense) by a doctor nominated by us should we so require.

If the Incapacity is or appears to be occasioned by actionable negligence, nuisance or breach of any statutory duty on the part of a third party in respect of which damages are or may be recoverable, you shall immediately notify the Company of that fact and of any claim, settlement or judgment made or awarded in connection with it and all relevant particulars that the Company may reasonably require. You shall if required by us, co-operate in any related legal proceedings and refund to us that part of any damages or compensation recovered by you relating to the loss of earnings for the period of the Incapacity as the Company may reasonably determine less any costs borne by you in connection with the recovery of such damages or compensation, provided that the amount to be refunded shall not exceed the total amount paid to you by us in respect of the period of Incapacity.

Our rights to terminate the Appointment under the terms of this Agreement apply even when such termination would or might cause you to forfeit any entitlement to sick pay or other benefits.

Procedure for notifying absence

It is the employee's responsibility to notify the Company BEFORE your normal working day commences, so if you start work at 6.30am, we need to hear from you before 6.30am, or at the earliest opportunity if he/she is absent from work for any reason. Please note that personal contact is always required when contacting the Company. The sending of text messages or email will not be accepted as notification.

If the absence continues for any length of time, the employee must keep his/her Manager fully informed and submit medical certificates where appropriate. The Company requires this information in order to manage the business effectively in the employee's absence and to pay the employee appropriately.

Other Unforeseen Absences

When a domestic or other emergency occurs, you (or someone on your behalf) must notify your Manager as soon as practicable.

The Company will always treat such cases sympathetically, but you must keep in touch with your Manager and agree the amount of time you will be away from work. Payment for such absences will be at the discretion of the Company. Failure to notify absence and/or unauthorised absence. All absences will be recorded and monitored. Failure to notify the Company of absence and the reason for that absence in accordance with the notification procedure will be regarded as unauthorised absence. Failure to follow the notification procedure, without good reason, will be regarded as a disciplinary matter. Frequent, unexplained or unauthorised absence will also be regarded as disciplinary matters.